



PARTICIPANT 2024-25 MANUAL

Table of Contents

Introduction	2
Coaches Checklist	2
NCAA Committee/Staff	3
Host Personnel	4
Host Welcome	5
Schedule	6
Championship Operations	7
Competition Site/Venue Information	11
Drug Testing	12
Host City Information	12
Lodging	12
Media Services	13
Medical Information	15
NCAA Policies and Requirements	16
Participant Expectations and Guidelines	18
Spectator Information	20
Tickets	20
Transportation/Travel	21
APPENDIX A – SCHEDULE OF EVENTS – INDIVIDUAL COMPETITION	23
APPENDIX B – COMPETITION COURT LAYOUT	24
APPENDIX C – OVERALL EVENT MAP	26
APPENDIX D – PLAYER GUEST LIST	28
APPENDIX E – EMERGENCY ACTION PLAN	31
APPENDIX F – STUDENT-ATHLETE PARTICIPATION AWARDS	37
APPENDIX G – NCAA EVENTDIRECT INFORMATION	38

Introduction

Congratulations on your selection to the 2024-25 NCAA Division I Men's and Women's Singles and Doubles Tennis Championships! This manual includes important information regarding the championships, and is a supplement, not a substitute, for the 2024-25 NCAA Division I Men's and Women's Tennis Pre-Championships Manual. Additional information is available on the championships website at ncaa.com and on ncaa.org.

The championships will be held at the Hurd Tennis Center in Waco, Texas. Baylor University will serve as host for the championships.

Detailed information regarding the selection process is included in the 2024-25 Prechampionships Manual, which is available online at ncaa.org.

Coaches Checklist

- Contact Short's Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 400 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA's travel department at 317-917-6757 or travel@ncaa.org for approval before making any travel arrangements. All travel policies, including information on travel party numbers, is located on the NCAA website.
- Practice court reservations can be made beginning at **noon Eastern time, Tuesday, Nov. 12** with Paul Bellingham via email only at paul@springbreaksports.com. Practice courts are assigned on a first-come, first-serve basis. Questions regarding practice courts should be directed to Paul Bellingham (paul@springbreaksports.com; 786-512-9565).
- Confirm hotel reservations and submit rooming list to hotel by **5 p.m. Eastern time Tuesday, November 12**.
- Complete and submit [INDIVIDUALS CREDENTIAL FORM/TRAVEL INFORMATION](#) by **5 p.m. Eastern time Wednesday, November 13**.
- Complete nominations for the Elite 90 Award by **5 p.m. Eastern time Thursday, November 14**. Please click [here](#) to access the nomination form and other pertinent information regarding the award.
- Please reference the directions in [Appendix G](#) on how to install and/or register on your mobile device, through the Event Direct web-based app to get set up and be confirmed as a user within the NCAA Event Direct application for this championship by **5 p.m. Eastern time, Friday, Nov. 15**.
- If interested, preorder shirts through Event 1, Inc., online at <http://event1teamstore.com> by **11 p.m. Eastern time, Sunday, December 1**. Institutions placing orders by the deadline will have their orders shipped directly to their campuses within three weeks after competition is complete.

NCAA Committee/Staff

NCAA TENNIS COMMITTEE	
Men's Subcommittee:	Women's Subcommittee:
Chris Young, subcommittee chair Oklahoma State University Email: chris.young10@okstate.edu	Courtney Nagle, subcommittee chair University of Oregon Email: cnagle@uoregon.edu
Jimmy Borendame Middle Tennessee State University Email: jimmy.borendame@mtsu.edu	Leslie Chang University of the Pacific Email: lchang2@pacific.edu
Vince Baldemor University of Hawaii, Manoa Email: vlb2@hawaii.edu	Rochelle Houston Florida A&M University Rochelle.goldthre@famc.edu
George Husack University of Alabama Email: ghusack@ia.ua.edu	Alison Silverio University of Notre Dame asilveri@nd.edu
Peter Pilling Columbia University-Barnard College Email: ppilling@columbia.edu	Paul Wardlaw University of Denver Email: paul.wardlaw@du.edu
Taylor Stapleton DePaul University Email: taylor.stapleton@depaul.edu	Vacant

NCAA STAFF	
Jennifer Mervar Assistant Director of Championships and Alliances (Men's) Cell: 317-224-9288 Email: jdmervar@ncaa.org	John Bugner Director of Championships and Alliances (Women's) Cell: 317-522-7220 Email: jbugner@ncaa.org
Antonio Cannavaro Coordinator of Championships and Alliances Phone: 317-917-6724 Email: acannavaro@ncaa.org	Kerstin Hunter Coordinator of Championships and Alliances Phone: 317-917-6645 Email: khunter@ncaa.org

Host Personnel

TOURNAMENT PERSONNEL	
Tournament Manager Max Goetcheus Cell: 254-709-1701 Email: max_goetcheus1@baylor.edu	Host Athletic Director Mack Rhoades Vice President and Director of Athletics Email: mack_rhoadesIV@baylor.edu
Tournament Administrator Kenny Boyd Cell: 254-447-1115 Email: Kenny_Boyd@baylor.edu	Tournament Administrator Katie Smith Cell: 254-640-5948 Email: katie_s_smith@baylor.edu
Ticket Manager Gavin Hartoonian Cell: 254-710-1000 Email: Gavin_Hartoonian1@baylor.edu	Athletic Training Kevin Robinson Cell: 254-709-1952 Email: Kevin_Robinson@baylor.edu
Tournament Stringer Stephen Barr/Chris Frantzen Cell: 253-722-6444 Email: Stephen_Barr1@baylor.edu Chrissi_Frantzen1@baylor.edu	Media Coordinator Josie Hutton Cell: 254-709-7720 Email: josie_hutton@baylor.edu
Tournament Referee Anthony Montero	Practice Courts Paul Bellingham Cell: 786-512-9565 Email: paul@springbreaksports.com

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



Host Welcome



Dear NCAA Tennis Championships Participants:

On behalf of the NCAA, Baylor University and the Community of Waco, we are thrilled to welcome you for the NCAA Division I Men's and Women's Individual Championships at the Mark & Paula Hurd Tennis Center.

Our staff and community are honored to serve as your hosts while you embark on your quest to win a national championship. We are filled with immense pride to serve as the host institution for the first fall singles and doubles tennis championships in the history of this great sport.

Please find this detailed manual to assist you during the tournament. If you have any questions or concerns during the event, and the lead-up to the event, please do not hesitate to reach out to our staff.

Congratulations on your selection to this historic event and welcome to Waco and the NCAA Championships!

Good luck and best wishes!

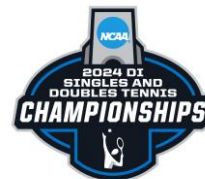
Mack B. Rhoades IV

Vice President and Director of Intercollegiate Athletics
Baylor University

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



Schedule

The singles and doubles championships will take place November 19-24 at the Hurd Tennis Center, 1618 S University Parks Drive, Waco, Texas 76706.

Check-in

Credential pickup will take place at the Hurd Tennis Building at the Hurd Tennis Center.

Practice Courts

The competition tennis courts are available for practice two days before competition. Additional practice courts will be available at the Waco Regional Tennis and Fitness Center, located at 900 Lake Shore Drive, Waco, Texas 76708. While host athletic trainers will not be provided at off-site practice courts, water will be provided. Singles and doubles participants may not practice at the competition courts or practice courts until **Sunday, November 17**.

Practice court reservations for singles and doubles participants can be made beginning at **Noon Eastern time, Tuesday, November 12**, with Paul Bellingham **via email only** at paul@springbreaksports.com.

Practice Court parameters

- Practice court reservations with the court scheduler are on a first-come, first-serve basis.
- Participants will be limited to one 90-minute practice each day.
- If an institution has one doubles team, they may be placed on the same court as another school with one doubles team.
- If an institution has just one singles player, they may be placed on the same court as another school with one singles player.
- Practice court assignments/times are subject to change with weather and match schedules. The court scheduler has the authority to adjust court assignments and times as needed.
- Participants are not permitted to start practice early or end after the scheduled time. Failure to adhere to these policies may result in a misconduct and \$500 fine.

Match warmup times (60 minutes) for each individual are predetermined based on match times. The practice grid will be sent to each participating coach via email the evening before the next day's competition.

Click here for the live practice court schedule: [2024 NCAA Fall Practice & Off-Site Schedule - Google Sheets](#)

Administrative Meeting

The mandatory administrative meeting for singles and doubles competition (men and women) is **at 6:30 p.m. Central time Monday, November 18**, and will be held virtually. A meeting invitation with link to the virtual call will be provided via email to all head coaches. **Failure to attend will result in a \$500 fine.**

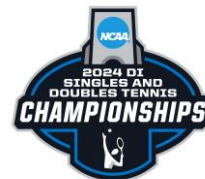
The Draw

The singles and doubles championships draws will be emailed to all head coaches and posted on ncaa.com by **6 p.m. Eastern time on Saturday, November 16**. Singles first-round match times will be provided on the draws. Each evening, coaches will receive an email with match times for the next day.

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



Championship Operations

Awards

Individuals in the singles and doubles 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 order only the award(s) that their individual received at the championships. The additional award(s) order can be submitted via the following link: <https://services.mtmrecognition.com/ncaa/>.

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.

Singles and Doubles Celebration (Banquet)

The men's and women's singles and doubles celebration for participants, coaches and administrators will be held from **7 to 8:30 p.m. Monday, November 18**, at McLane Stadium. Parking is available in McLane Lot 1 and signage will direct you. **All participants are required to attend.** The celebration will include food from the Baylor Club. Attendees can enjoy a DJ and photo opportunities. Dress is casual. There will be a brief welcome from the host.

McLane Stadium
1001 S M.L.K. Jr. Blvd.
Waco, Texas 76704

Check-In

Tournament check-in will be held at the Hurd Tennis Building at the Hurd Tennis Center. Packets will be given to the coach on check-in.

All players are required to check in for their matches at the Tournament Desk located between courts 1 and 2 outside the Hurd Tennis Building.

Credentials

Institutions must complete the credential form for the individual championships and submit before the deadline. The online form is linked below. **Credential forms are due by 5 p.m. Eastern time, Wednesday, November 13.**

[Singles/Doubles Credential Form](#)

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



Those institutions with student-athletes participating in the individual singles and doubles championships will receive two non-athlete credentials/wristbands and credentials for the student-athlete(s) that have been selected to the tournament. An institution may request one athletic trainer wristband/credential. If a member of the travel party loses their credential, there will be a \$50 fine to replace it. Any team administrator planning to attend must email John Bugner at jbugner@ncaa.org for a guest credential, which does not provide court access.

NOTE: No additional credentials will be available outside of those individuals on the official travel party.

Elite 90 Award

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 Olivia Baumhoer (317-917-6222; elite90@ncaa.org). All documents, including deadlines and nomination forms, can be accessed at [Elite 90 forms](#).

The submission deadline for nominations for the 2024-25 NCAA Division I Men's and Women's Tennis Championships for singles and doubles participants is **5 p.m. Eastern time, Thursday, November 14**. The nominations will be reviewed with the nominations from the team championships in the spring with one winner per gender announced during the team championships.

Event Direct

The NCAA Event Direct application will be used at the **final site** of this NCAA championship. This application will be used as the primary communication and organizational tool, allowing for direct communication to participating institutional staff via text and email, as well as access to important files and other information all directly through the NCAA Event Direct web-based app. If you have not done so, participating institutional staff must download and register through the web-based app for their specific championship event to access the necessary championship information and receive important updates in the lead up to and during this championship.

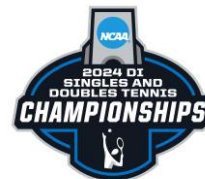
Please be sure to reference the directions in [Appendix G](#) on how to install and/or register on your mobile device, through the Event Direct web-based app, to get set up and be confirmed as a user within the NCAA Event Direct application for this championship. If you have previously used Event Direct, please reference the "Returning" user instructions. If you are a new Event Direct user, please reference the "New" user instructions.

We highly recommend that you share this with your additional staff (assistant coaches, sport administrators, directors of operations, etc.) and encourage them to register using their institutional email address in order to receive important communication in the lead up to and during the championships.

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



Format - Individual Singles and Doubles Championships

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.

Game Balls

Tennis balls will be provided by the NCAA for competition. 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. New balls are not used for a match tie-break in doubles. **Practice balls must be provided by the participating teams and individuals.**

Hospitality

Hospitality will be located to the east of the competition courts, on the esplanade outside the Williams Soccer building. A variety of snack options will be available in addition to lounge space. Water and PowerAde products will be available throughout the facility for coaches and student-athletes. This space will be available as the warmup, cool-down and recovery area.

Hospitality Hours

November 17-24

Hospitality area opens one (1) hour before the first match

Hospitality area closes after last match

Lunch and Dinner for Participants

Throughout the championships, lunch and dinner will be available for purchase, with a pre-order option available, outside the competition area near the Hospitality area. Each meal will be a boxed meal. Prices will be \$16 for lunch and \$20 for dinner. More information will be provided to head coaches directly.

Inclement Weather

It is the committee's priority to administer championship matches outdoors, as weather permits, throughout the championships.

In the event of inclement weather, the NCAA Tennis Committee, in consultation with the head referee, will decide on the continuation of play. A variety of weather resources, not just weather.com, will be factored into the committee's decision to either postpone the current match(es), or to resume play indoors immediately.

All indoor matches will be played at the Hawkins Indoor Tennis Center, 18 La Salle Avenue, Waco, Texas 76706. Spectator seating is limited. Player-guest pass lists of competing participants have first priority for seating if play moves indoors.

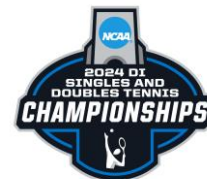
Local Workout Facility

Williams Soccer weight room will be available for use throughout the tournament and is located to the east of the competition courts and across from the locker rooms.

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



Locker Rooms

Locker rooms will be available for competing teams and student-athletes to the east of the competition courts and across from Williams Soccer weight room.

Merchandise

Official tournament merchandise will be available to your teams and fans throughout the championships. Merchandise is available from 11 a.m. to 5 p.m. during the individual competition in the team shop at Gettnerman Stadium.

Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., the official souvenir merchandiser for the NCAA, by **11 p.m. Eastern time, Sunday, December 1** at the following link: <https://event1teamstore.com> Institutions placing orders by the deadline will have their orders shipped directly to their campuses within three weeks after competition is complete.

National Anthem

The national anthem will be performed before the first match of each day.

Participant Medallions

Participant medallions will be provided to all student-athletes selected to the championships. These medallions will be given to the institutional representative at registration. Institutions interested in purchasing medallions can do so at the following website: <https://services.mtmrecognition.com/ncaa/>. Additional medallions will **NOT** be provided at registration.

Stringer

Stringers will be available at the Hurd Tennis Center in the stringing room located in the lobby beginning at **8 a.m. each day of the tournament**. Stringing services will be offered until 8 p.m. Monday through Friday and until 5 p.m. on the weekends. Hours will be extended for participants that are playing beyond 8 p.m. as needed. There will be a racquet pickup/drop-off station at the Hurd Tennis Center stringing area.

Cost will be \$25 per racquet for cash/Venmo.

For all stringing services, please contact Stephen Barr at 253-722-6444 and Stephen_Barr1@baylor.edu or Chris Frantzen at Chrissi_Frantzen1@baylor.edu. The stringers accept cash and Venmo. Please drop off racquets as soon as possible to help accommodate your stringing needs.

Student-Athlete Participation Awards

Participation awards will be distributed on-site at the banquet for all members of the official NCAA travel party. See [Appendix F](#) for more details, including ordering instructions for additional participation awards.

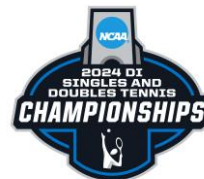
Towels

Towels will be available for participants. Towels may be picked up from and returned to the bins located in the locker rooms. Towels must be returned.

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



Competition Site/Venue Information

Competition Site Maps

A map of the venue is available in [Appendix C](#) and outlines all areas in and around the Hurd Tennis Center.

Emergency Evacuation Plan

The Hurd Tennis Center Emergency Evacuation Plan is provided in [Appendix E](#).

Facility Regulations – Prohibited Items

For reasons of safety, the following items are not permitted in the Hurd Tennis Center:

- *Animals.
- Artificial noisemakers.
- Backpacks.
- Bags and purses larger than 12" x 6" x 12".
- Banners, signs or flags and poles.
- Camera lenses larger than 4", tripods and monopods.
- Chairbacks and cushions.
- Drones – UAS – Unmanned Aircraft Systems) or other model aircraft.
- Flash photography.
- Laser pointers.
- *Outside food and beverage.
- Scooters, strollers, bicycles, roller skates and skateboards.
- Tobacco.
- Umbrellas.
- Video cameras.
- Weapons, firearms and fireworks.
- Abusive, foul or disruptive behavior.
- Actions deemed dangerous or inappropriate.
- Smoking - traditional and non-traditional.
- Throwing objects.
- Trespassing, soliciting, peddling and loitering.
- Any item that may create a safety concern, disturbance or obstructs the view of other fans.
- Any other items that may be potentially harmful or disruptive as determined by Baylor Athletics.

*Exceptions will be made for those with medical requirements and/or special needs.

Fans may bring clear, empty water bottles to fill at water fountains. Limit one per person and bottles may not exceed one liter in size. Glass containers and backpack-style hydration systems are not allowed.

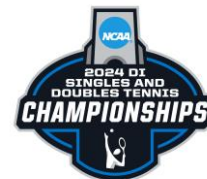
Student-Athlete Entrance

Participants will enter the Hurd Tennis Center through the main ticket entrance. Credentials can be obtained at the main entrance if you have not picked them up earlier. Credentials are required for entry.

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



Drug Testing

All student-athletes are subject to NCAA drug testing at all NCAA championships or in conjunction with all postseason certified events. The goal of the drug-testing program is to provide safe, fair and equitable competition as well as to protect the health and safety of all NCAA student-athletes participating in NCAA championships and postseason certified events.

The drug-testing program involves collecting urine specimens from student-athletes at various times throughout an NCAA championship. Student-athletes may be selected for drug testing based on their place of finish, position and/or an approved random selection method. A student-athlete may be selected for drug testing on more than one occasion during the championship event. All urine specimens provided by student-athletes are analyzed by a World Anti-Doping Agency accredited laboratory and the results are then reported to the institution's director of athletics.

The WADA laboratory analyzes each urine specimen for substances and related compounds from a list of banned-drug classes developed by the NCAA Executive Committee. Refer to the 2024-25 NCAA Drug-Testing Program booklet on the [NCAA website](#) for the published list of banned drug classes and the procedural guidelines for testing. Athletic administrators are urged to review the NCAA Drug Education and Testing video, the NCAA Banned Drug Classes List as well as the NCAA Drug-Testing Program booklet with all coaches and student-athletes before any NCAA championship or postseason certified event. Student-athletes who test positive as a result of a drug test administered by the NCAA or who breach the NCAA drug-testing program protocol shall lose one year of eligibility and shall be charged with the loss of a minimum of one season of competition in all sports.

Please note, if NCAA drug testing does not occur during a championship round and/or a drug test is required outside the standard championship protocol (e.g., national record, world junior record, etc.), the cost associated with such a drug test will be the responsibility of the tested student-athlete's institution.

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.

Additional information regarding the NCAA's championship drug-testing program is located [here](#).

Host City Information

Accommodations, maps, dining, shopping, places of interest, and more: [destinationwaco.org](#).

Lodging

Singles and doubles participants are responsible for their own reservations and are not required to stay at the contracted hotels. Rooms are available at the contracted hotels listed below on a first-come, first-serve basis. Reservations for singles and doubles participants can be made until **5 p.m. Eastern time, Tuesday, November 12.**

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



HOTELS	
<u>Courtyard Waco</u> 101 Washington Avenue Waco, Texas 76701 Angela Plafcan Email: angela.plafcan@hilton.com 254-759-5518	<u>Hilton Waco</u> 113 S University Parks Drive Waco, Texas 76701 Angela Plafcan Email: angela.plafcan@hilton.com 254-759-5518
<u>Hyatt Place Waco South</u> 5400 Bagby Avenue Waco, Texas 76711 John Shallies Email: john.shallies@hyatt.com 254-730-7532	

Tournament officials have a block of rooms reserved at the headquarters hotel. **Participants are not permitted to reserve rooms at the NCAA headquarters hotel.**

NCAA HEADQUARTERS HOTEL

Aloft Waco
900 S 11th Street
Waco, Texas 76706

Media Services

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

Josie Hutton

Email: josie_hutton@baylor.edu
Cell: 254-709-7720

Live scoring, webcasting and daily results will be available via the Baylor University athletic website <https://baylorbears.com/> and through the NCAA website www.ncaa.com.

Championships Coverage

Please visit www.ncaa.com/media for a full list of policies. All matches will be available live on ESPN+.

Footage Usage and Licensing

For more information, go to <http://www.ncaa.com/media/broadcast-services>.

Admission - Media Representatives

Media representatives will be admitted to the championships in accordance with established NCAA policies and procedures.

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



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

Important information regarding NCAA media policies is located online at www.ncaa.com/media.

Interview Procedures

Participant Interviews – Participant interview requests will be made to the Baylor Athletics Communications department and relayed to each team through the institution's sports information representative or a member of the host staff.

Interviews will take place at the Sullivan Room on the east side of Baylor Ballpark. If a student-athlete is playing two matches in a single day, they have 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 Cracked Racquets, ESPN+, the NCAA or the host at practices and before, during and after matches, if requested. Additional information regarding coach and student-athlete interview requests will be communicated once participants are determined.

Media Workroom and Seating

During the championships, the Media Workroom will be located in the Sullivan Room on the east side of Baylor Ballpark. There will be an additional media workspace located in the Soccer press box for the competing team sports information contacts. Both spaces will be equipped with power and internet access. Snacks and beverages will be available in these spaces throughout the day.

Programs

LEARFIELD is partnering with the NCAA to produce digital game programs for NCAA Championships. The Division I Men's and Women's Tennis programs can be viewed at NCAA.com/gameprograms. The programs are free to view and can be downloaded and printed. Using a digital platform will allow LEARFIELD to add extra pages to programs in addition to extending deadlines to allow for the most up-to-date information to be included in the program.

Videotapes, Films and Still Photographs

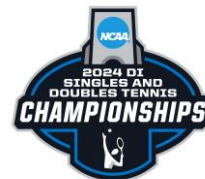
Please see aa Baylor Athletics Communications representative for the designated locations for photography and videography. All locations are subject to review and approval by the head and deputy officials. All photographers and videographers must comply with the instructions of the head and deputy officials.

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 per court and may videotape only the portion of the competition in which it participates. The videotapes may not be used for any commercial purposes.

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



Medical Information

The host athletic medicine staff comprises athletic trainers, physical therapists and physicians from the Baylor Athletic Medicine staff and the Baylor Scott & White Medical Center - Hillcrest.

There is an athletic training room in the Williams Weight Room and the Hurd Tennis Building. It will be open at least 90 minutes before the first match of the day. A hydrocollator for moist heat packs, taping supplies, treatment tables, ice, and limited therapeutic modalities, will be available at Williams Weight Room. Visiting athletic trainers are welcome to use this space to prepare athletes for competition. If additional items or space is needed, please contact the host athletic trainer prior to arrival to coordinate.

In the event of a heat illness emergency, cold tubs will be accessible at Williams Weight Room. Additionally, Baylor Athletics has multiple cold tubs available to use post competition. Contact Kevin Robinson, host medical team lead, to coordinate.

Players requiring examination by a tournament physician will be coordinated with the Host Athletic Trainer. Access to digital fluoroscopy can also be arranged if directed by tournament physician. The host staff will be available to assist with any injuries or illnesses that may occur.

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

Athletic Medicine Team

Kevin Robinson	Host Medical Team Lead	254-265-1881	Kevin_Robinson@baylor.edu
Victoria Garcia	Host Athletic Trainer	254-391-7994	Victoria_K_Garcia@baylor.edu
Laura Irvin	Primary Care Sports Medicine Physician	254-741-1400	Laura_Irvin@baylor.edu

Emergency Facilities

Ambulance will be on-site for all competitions.

Other emergencies

Ambulance 911

Waco Police Department 911

Hospital & Emergency Department

Baylor Scott & White Medical Center - Hillcrest

100 Hillcrest Medical Center Blvd, Waco, Texas 76712

254-202-2000; Open 24/7

Located 6 miles south of campus off I-35 at Exit #330A.

Local Pharmacies

CVS Pharmacy

820 S 5th Street

Waco, Texas 76706

254-296-0175

Walgreens Pharmacy

1520 S Valley Mills Drive

Beverly Hills, Texas 76711

254-752-3986

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



Concussion Management

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions" online at <https://www.ncaa.org/sports/2021/2/10/sport-science-institute-concussion.aspx>.

Hurd Tennis Center Emergency Medical Plan (Appendix E)

There is an AED located in the Hurd Tennis Center Athletic Training Room.

Emergency Medical Service

EMS personnel will be on-site for all practices and competition days.

Heat and Hydration Resources

Sports Science Institute links to materials and resources for heat and hydration-related issues:

- [Assess Your Hydration Status](#)
- [Beat the Heat Fact Sheet](#)
- [How to Maximize Performance Hydration](#)

NCAA Policies and Requirements

Certification of Eligibility/Availability

Only student-athletes eligible under NCAA Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are required to certify the eligibility of

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition. Institutions are responsible for monitoring/determining the eligibility of student-athletes at the start of each semester/quarter. Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championships competition.

It is critical for coaches to immediately inform the NCAA championship manager, John Bugner (women's) (jbugner@ncaa.org; 317-522-7220) and/or Jennifer Mervar (men's) (jdmervar@ncaa.org; 317-224-9288), of student-athletes who have become unavailable to compete, since another student-athlete could lose the opportunity to participate in the championships if this information is not received. This applies to student-athletes who have been selected to the championships and become ineligible.

Ethical Behavior by Coaches

As a member of the coaching profession, coaches have inherent obligations and responsibilities to the profession, to the student-athletes, and to all those with whom they come into contact. Coaches are expected to be role models and to conduct themselves with integrity and high ethical standards at all times. In order to fulfill these responsibilities, a coach must do the following:

- Per NCAA bylaws, conduct all intercollegiate competition in accordance with the playing rules of the Association.
- Place the safety and welfare of others ahead of winning and personal prestige.
- Treat all people with honesty, fairness and respect. (In particular, such things as vulgar and profane language or taunting, intimidating or baiting opponents or the media, are not acceptable from a coach or a student-athlete.).
- Teach and model for student-athletes and staff members strict adherence to the rules and regulations of the sport and its governing bodies.
- Recognize, accept and teach to the team and the staff that their public behavior projects an image of the program and the university or college they represent. Therefore, behavior should be appropriate and honorable at all times.

Misconduct/Code of Conduct

Misconduct is defined as **“any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics.”**

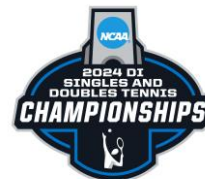
Public criticism of officials may subject the individual, institution or conference to the misconduct provisions.

The games committee is authorized to (1) reprimand publicly or privately, (2) disqualify from future participation and/or (3) ban from subsequent competition a student-athlete or representative of the institution who is guilty of misconduct at any time during the championship.

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



Sports Wagering

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

Student-athletes found in violation of NCAA sports wagering rules will be ineligible for competition, subject to appeal to the Committee on Student-Athlete Reinstatement. The appropriate penalties will be considered on a case-by-case basis based on the division's student-athlete reinstatement sports wagering penalty guidelines.

Tobacco Ban

The use of tobacco products is prohibited by all game personnel (e.g., coaches, athletic trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Participant Expectations and Guidelines

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. 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.

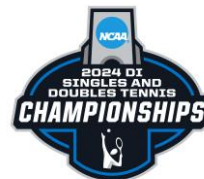
Logos

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:

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



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-athletes institution's official uniform (including warmups) 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 2¼ square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athletes 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 postmatch code assessments.

Individual Championships

The committee confirmed that during the singles or doubles championships:

1. Any postmatch code is carried over to the offending student-athletes next opportunity during that championship.
2. If the offending student-athlete has completed play in the championship, any postmatch code will be assessed at the first opportunity to the offending student-athletes 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 postmatch 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 will be the head referee for the tournament. The following officials will be used at the NCAA Division I Tennis Championships:

- Chairs will be used for all matches. A chair umpire and line crew shall work the semifinals and finals.

Rest Periods

A changeovers, a maximum rest period of 90 seconds may be taken by the players. At each set-break, a maximum of 120 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 at least a one-hour rest period before resuming play.

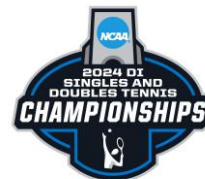
Uniforms

All competitors in the NCAA Division I Tennis Championships should wear exclusively the official uniform of their institution in competition, warmup for competition, interviews and during the awards ceremonies. All

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



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

Players will have a scheduled one-hour warmup at the practice courts before each match.

Players will have a maximum of five minutes on court for warmup before the start of a match.

Spectator Information

Artificial Noisemakers

No air horns or artificial noisemakers are allowed, and electronic effects may not play when play is in progress.

Concessions

Concessions offering food and beverages will be located to the east of the competition courts.

Entrance

Spectators must enter the facility through the main entrance of the Turner Riverfront Complex. (See map in [Appendix C](#).)

First Aid

First aid for fans is available by contacting an usher or ticket taker in your seating area. They will alert event medical staff and provide care as quickly as possible.

Flash Photography

Flash photography is prohibited any time it may distract and potentially endanger the student-athletes.

Parking for Spectators

Spectator parking is at the Turner Riverfront Athletic Complex located at 1900 South University Parks Drive.

See the map in [Appendix C](#) for more details.

Tickets

Tickets are available to purchase online at ncaa.com/tickets, and on-site on competition days. The Ticket Office and gates will be open 60 minutes before competition November 19-24.

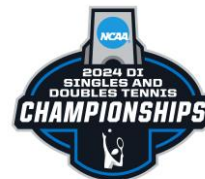
Player-Guest Pass Lists

If an institution permits, each student-athlete may designate six people to receive complimentary admission for the pertinent session(s) of the tournament. These individuals can change from day to day. Please note that each day is one session, and a ticket is valid the entire day of competition. Pass list tickets may only be requested on the day(s) the institution is competing.

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



After the tournament, each institution will be billed for the total number of tickets redeemed at \$10/ticket. Payment is due within 45 days of the end of the championships. If payment is not received in that time frame, the tennis 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 individuals 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 submitted to the ticket booth at the main entrance of the Turner Riverfront Complex or emailed to Gavin Hartoonian at Gavin_Hartoonian1@baylor.edu. Tickets through the pass list will be available for pickup from the ticket office. Please use the form located in [Appendix D](#) as often as necessary.

Please be sure to include the name and cell phone number of someone who can be contacted via text or phone call on event day with questions about the pass list. A section for this information has been included on the form.

Each ticket will be general admission and will be valid for the session in which that team or participating athlete is playing. **Picture identification will be required by each individual on receipt of a player-guest ticket.**

Complimentary Tickets

There are no complimentary tickets for this event.

Ticket Office Hours

Tickets will be available for purchase online only before the event. On event days, tickets can be purchased at the ticket office located at the Hurd Tennis Center beginning one hour before the start of each session through the end of each session.

Ticket Policies

All fans must possess a ticket and will be asked to show their ticket each time they enter the seating area of the facility. The only exception is for children two years of age or under who are free.

Ticket Prices

All Session:	\$55
Single Session:	\$10

Transportation/Travel

Expenses/Reimbursement for Participant Institutions

Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. The Travel Expense System, as well as per diem allowance policies, are available on the [NCAA website](#).

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



Institutional Travel Arrangements

Institutions should contact Short's Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 400-miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA's travel department at 317-917-6757 or travel@ncaa.org for approval before making any travel arrangements.

Per NCAA travel policies, you are allowed to book travel for individual sports before the official selections announcement. **However, please be advised that your institution will be billed for any charges incurred as a result of any of the following situations:**

1. Any student-athletes who do not qualify for reimbursement.
2. Any student-athlete who gets injured, has an illness or does not travel for any reason.
3. Any non-athlete above the number that are reimbursable, based on the number of student-athletes who qualify.
4. Any name changes or flight changes that result in penalties.
5. Any charges incurred when group space is blocked and then canceled.

Understanding these potential charges, which will be reviewed with you before any tickets being charged, you should feel free to book your individual sports as early as you feel comfortable. If you have any questions about this policy, please feel free to contact Shorts Travel at 866-655-9215, or the NCAA travel department at 317-917-6757.

Ground Transportation

Teams are responsible for their transportation to and from the venue and the airport.

NCAA Travel Policies

All NCAA travel policies are located on the [NCAA website](https://www.ncaa.org).

Parking for Teams

Participants will have a reserved parking section at the Turner Riverfront Athletic Complex located at 1900 South University Parks Drive. Parking passes will be provided in the registration packets.

2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



APPENDIX A – SCHEDULE OF EVENTS – INDIVIDUAL COMPETITION

(All times Central – times subject to change)

Saturday, Nov. 16

5 p.m.	Draw Announcement	NCAA.com
--------	-------------------	----------

Sunday, Nov. 17

8 a.m. – 9 p.m.	Men's and Women's Practices	Hurd Tennis Center Waco Regional Tennis Center
-----------------	-----------------------------	---

Monday, Nov. 18

8 a.m. – 6 p.m.	Men's and Women's Practices	Hurd Tennis Center Waco Regional Tennis Center
6:30 – 7 p.m.	Administrative Meeting	Virtual Meeting
7 – 8:15 p.m.	Singles and Doubles Celebration	McLane Stadium

Tuesday, Nov. 19

9 a.m.	Men's and Women's Singles (First Round)	Hurd Tennis Center
--------	---	--------------------

Wednesday, Nov. 20

9 a.m.	Men's and Women's Singles (Second Round) Men's and Women's Doubles (First Round)	Hurd Tennis Center
--------	---	--------------------

Thursday, Nov. 21

10 a.m.	Men's and Women's Singles (Round of 16) Men's and Women's Doubles (Round of 16)	Hurd Tennis Center
---------	--	--------------------

Friday, Nov. 22

10 a.m.	Men's and Women's Singles (Quarterfinals) Men's and Women's Doubles (Quarterfinals)	Hurd Tennis Center
---------	--	--------------------

Saturday, Nov. 23

10 a.m.	Men's and Women's Singles (Semifinals) Men's and Women's Doubles (Semifinals)	Hurd Tennis Center
---------	--	--------------------

Sunday, Nov. 24

11 a.m.	Men's and Women's Singles & Doubles Finals	Hurd Tennis Center
---------	--	--------------------

2024-25 NCAA Division I Tennis Championships

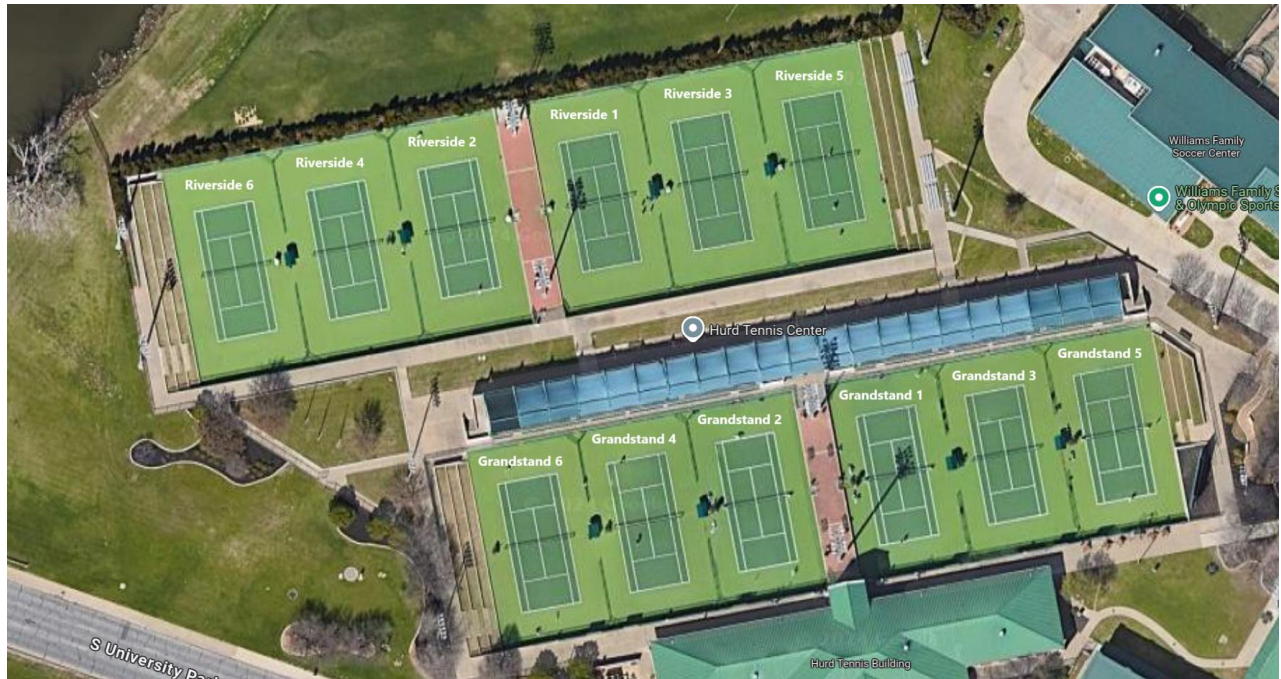
November 19-24 – Hurd Tennis Center

Waco, Texas



APPENDIX B – COMPETITION COURT LAYOUT

Hurd Tennis Center Court Layout (Outdoor Competition Courts)



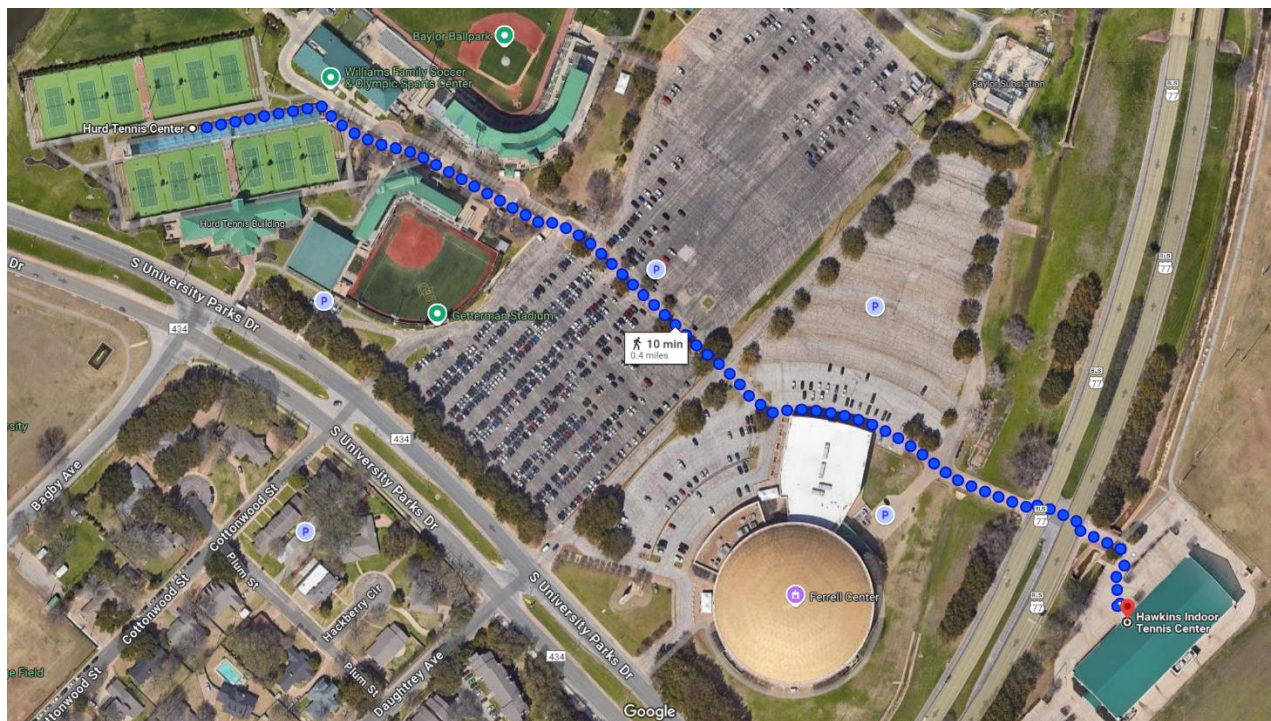
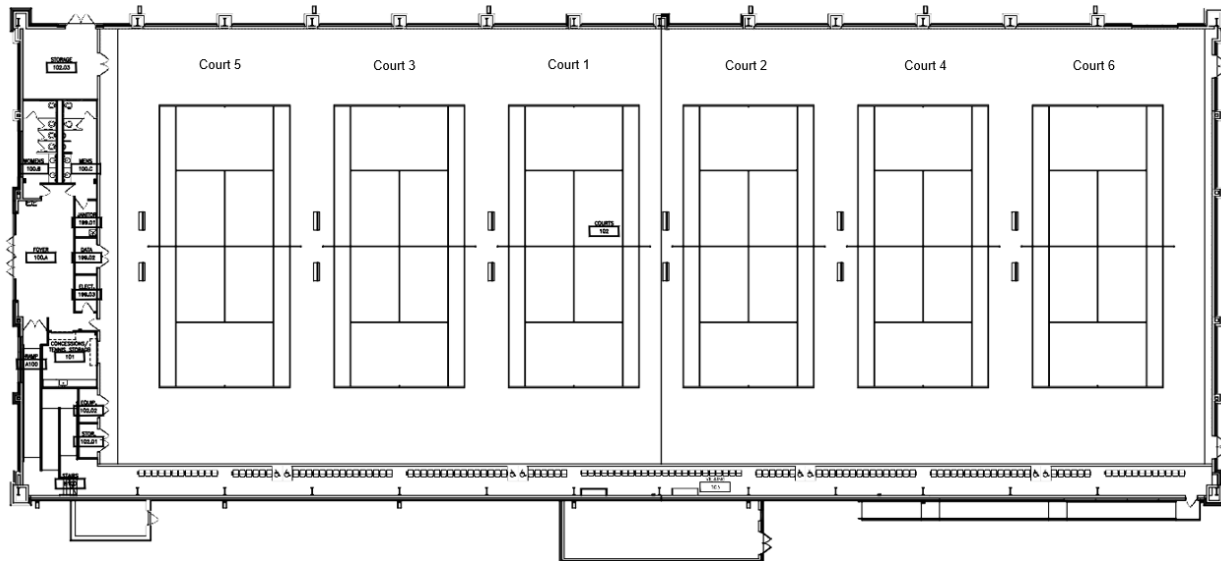
2024-25 NCAA Division I Tennis Championships

November 19-24 – Hurd Tennis Center

Waco, Texas



HAWKINS INDOOR TENNIS CENTER COURT LAYOUT AND DIRECTIONS



APPENDIX C – OVERALL EVENT MAP





APPENDIX D – PLAYER GUEST LIST

2024-25 NCAA Division I Men's and Women's Tennis Championships Player-Guest List

INSTITUTION: _____

TEAM CONTACT: _____

CELL NUMBER: _____

1. _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

2. _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

3. _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

4. _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

5. _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

6. _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

8. _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

9. _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

10. _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

11. _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

12. _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

13. _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Coach's Signature _____

(Please Underline): This sheet (SHOULD / SHOULD NOT) be used for the entire tournament.

NOTE: Institution will be billed for total number of tickets redeemed. Photo ID required to pick up tickets. Each official travel party member is permitted up to six player guests via the pass list.

APPENDIX E – EMERGENCY ACTION PLAN

Hurd Tennis Center Emergency Action Plan

The Baylor University Police Department will be the primary reporting and investigating law enforcement agency for all events occurring on Baylor's campus during the course of the championships. The City of Waco Police Department will be the primary reporting and investigating law enforcement agency for all crimes occurring outside the boundaries of the Baylor campus. Both agencies will continue to provide mutual aid assistance to each other on a daily basis.

Baylor shall use a private local site-specific weather forecast service and lightning detector to monitor inclement weather in the area. In the event of a stadium evacuation, a PA announcement shall be made instructing patrons to evacuate the facility. Patrons will be asked to return to their cars in the event of inclement weather. Shelter locations for participants include the Hurd Tennis Building, Williams Weightroom, Getterman Indoor, and the Auxiliary Locker Rooms.

EMS and an ambulance shall be present during the tournament.

Hurd Tennis Center

Address: 1618 S. University Parks Drive, Waco, TX 76706

Emergency Personnel

Certified Athletic Trainer(s) and athletic training student(s) on site during practice, training, and competition; physicians may or may not be present during practice and competition.

Emergency Communication

Certified Athletic Trainers and Coaches carry cellular telephones.

Emergency Equipment

Fixed AED available, splint bag, spine board, oxygen, airways, suction, DataTherms and athletic training kit on site.

AED Locations

- Fixed AED inside Hurd foyer (between double glass doors) closest to the tennis courts.
- Fixed AED located on brick wall to the right of the entrance to the Williams Family Soccer and Training Center.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete.
2. Activation of emergency medical services (EMS).
 - a. Call 254-710-2222 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested).
 - b. Activate phone tree.
3. Emergency equipment retrieval.
4. Direct EMS to scene (if not on site for game).
 - a. Open appropriate gates.
 - b. Designate individual to “flag down” EMS and direct to scene.
 - c. Scene control: limit scene to first aid providers and move bystanders away from area.

Venue Directions



1. Main entrance is located off S. University Parks Dr.
2. Access to courts up esplanade between softball and baseball stadium.
3. Access also available by pathway behind baseball stadium with entrance by the baseball hitting pavilion.
 - Gate Code is 1845.

Hurd Tennis Courts Access Primary



Hurd Tennis Courts Access Secondary



	AED
	Access Point

Hawkins Indoor Tennis Center

Address 18 LaSalle Ave, Waco, TX 76706

Emergency Personnel

Certified Athletic Trainer(s) and athletic training student(s) on site during competition; can be reached by cell phone during practice; physicians may or not be present during practice.

Emergency Communication

Certified Athletic Trainers carry cellular telephone.

Emergency Equipment

Fixed AED available, splint bag, spine board, airways, suction, DataTherm and athletic training kit available.

AED Locations

- Fixed AED located in spectator area on 2nd floor.

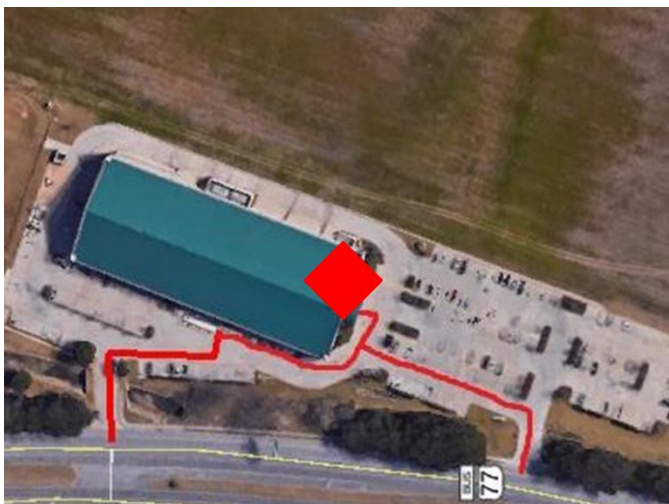
Roles of First Responders

1. Immediate care of the injured or ill student-athlete.
2. Activation of emergency medical services (EMS).
 - a. Call 254-710-2222 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested).
 - b. Activate phone tree.
3. Emergency equipment retrieval.
4. Direct EMS to scene (if not on site for game).
 - a. Open appropriate gates.
 - b. Designate individual to "flag down" EMS and direct to scene.
 - c. Scene control: limit scene to first aid providers and move bystanders away from area.

Venue Directions

1. Enter main entrance on La Salle Ave.
2. Enter through the main double doors facing the parking lot on the southwest side.

Hawkins Indoor Tennis Center Access



	AED
	Access Point

Waco Regional Tennis & Fitness

Center Address: 900 W Lake Shore Drive, Waco, TX 76708

Emergency Personnel

Certified Athletic Trainer(s) on site during competition.

Emergency Communication

Certified Athletic Trainers and Coaches carry cellular telephones.

Emergency Equipment

Fixed AED, splint bag, oxygen, airways, suction, cold tub, DataTherm, and athletic training kit on site.

AED Locations

- Fixed AED inside the clubhouse foyer (between double glass doors) on the wall to the side of the fitness center.
- Fixed AED located outside on the wall under the covered patio directly in the center of the courts.

Roles of First Responders



1. Immediate care of the injured or ill student-athlete.
2. Activation of emergency medical services (EMS).
 - Call 9-1-1 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested).
3. Emergency equipment retrieval.
4. Direct EMS to scene (if not on site for game).
 - a. Open appropriate doors.
 - b. Designate individual to “flag down” EMS and direct to scene.
 - c. Scene control: limit scene to first aid providers and move bystanders away from area.

Venue Directions

- Main entrance is located off W Lake Shore Dr. Access to courts through clubhouse front double doors.

Waco Regional Tennis & Fitness Center Access



	AED
	Access Point

CONGRATULATIONS ON YOUR TEAMS' SUCCESS!

We are excited to share that this year, all Student-Athlete Mementos will be given out ON-SITE at the Championship!

HOW TO PURCHASE ADDITIONAL STUDENT-ATHLETE MEMENTOS FOR YOUR TEAM



The NCAA provides BirdieBox with the email address of a designated point person for each sport and school. Please ensure the correct person is communicated to the NCAA, as they will need access to the website for ordering additional mementos. The designated person will be directed to this site to place your school's order:

<https://ncaainstitutionalportal.com/products/fresh-power>

The number of mementos you receive will match the NCAA-prescribed travel party size. To purchase additional mementos beyond your travel party allotment, follow the steps below:

1. Navigate to <https://ncaainstitutionalportal.com/products/fresh-power> OR scan the QR code on this page.
2. Choose the gender for your sport.
3. Select your sport.
4. Choose the quantity of additional gifts you'd like and add them to your cart.
5. At checkout, enter your school name in the required field.
6. Provide your contact information and the shipping address for delivery.
7. Enter your payment information (all gifts must be paid for at checkout).
8. Submit your order.

Please note that the site will close 4 weeks after the championship.



Questions?


Email Katie Czarny: kczarny@BirdieBox.com

At BirdieBox, we redefine collegiate gifting by transforming it into an unforgettable experience. With an unwavering commitment to quality, creativity, and personalization, we craft each BirdieBox to convey a purposeful message.

APPENDIX G – NCAA EVENTDIRECT INFORMATION



NCAA Event Direct – NEW - First-time installation & registration instructions

1. Navigate to <https://web3.ncaa.org/eventdirect/pwa/index.html> on your mobile device. Do **NOT** utilize this link on a laptop; mobile devices only.
 - a. iOS – In Safari, tap the share icon  in the center at the bottom of your screen. Tap “Add to Home Screen” and click “Add” to confirm. Event Direct will now appear on your phone’s home screen.
 - b. Android – In Chrome, an onscreen prompt will appear with a prompt to add the app to the home screen. If this prompt does not appear, tap the “3 dots” icon to the top right and select “Add to Home Screen.” Event Direct will now appear on your phone’s home screen.

I don’t have or I’m not sure if I have an NCAA/MyApps account

2. On the Event Direct home page, navigate to the dropdown menu via icon in the top left. Choose **Select an Event**.
3. Select the desired event from the list. You will be moved to that event’s home page.
4. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
5. Upon entering your email address, if the app identifies you have an existing NCAA My Apps account, a screen will appear with the option to reset your password. **Skip ahead to step #18.**
6. Otherwise, proceed with entering all the requested information and then select **Register**.
7. A notice will appear indicating a validation email has been sent to the email address provided.
8. Locate the email **NCAA Event Direct System Account Request**. Click the link in the email. A new page will appear.
9. Create and confirm a password and select **Submit**
10. Return to the Event Direct app. On the Home page, navigate to the left column dropdown menu. Choose **Login**.
11. Enter the email address/password that comprise your newly created NCAA My Apps account. You are now logged into Event Direct and will return to the home page of your registered event. **Skip ahead to step #23.**

I have an NCAA/MyApps account and I know my password

12. On the Event Direct home page, navigate to the dropdown menu via icon in the top left. Choose **Login**.
13. Enter the email address and password of your existing NCAA My Apps account. You are now logged into the Event Direct app and will be returned to the app home page.
14. Navigate again to the left column dropdown menu and choose **Select an Event**. Select the desired event from the list. You will be moved to that event’s home page.
15. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
16. Your email address, first/last name, institution/organization will pre-populate. Enter your desired role(s) from the dropdown list of options as well as your mobile phone number. Select **Register**. **Skip ahead to step #23.**


I have an NCAA/MyApps account and I don't know my password

17. On the Event Direct Home page, navigate to the dropdown menu via the icon in the top left. Choose **Login**.
18. On the login screen, choose the Forgot Password option and proceed through that process. Upon resetting your password, navigate again to the left column dropdown menu of the Event Direct app and choose **Login**.
19. Enter the email address and password that comprise your NCAA My Apps account. You are now logged into the Event Direct app and will be returned to the app home page.
20. Navigate again to the left column dropdown menu and choose **Select an Event**
21. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
22. Your email address, first/last name, institution/organization will pre-populate. Enter your desired role(s) from the dropdown list of options as well as your mobile phone number. Select **Register**.
23. A notice will appear on the bottom of the page indicating you have registered for the event and are awaiting confirmation by an NCAA championships operations administrator. Once confirmed, this message will disappear and you will have access to additional features for your selected event.



NCAA Event Direct - RETURNING - installation & registration instructions

I utilized NCAA Event Direct during the 2023-24 Championship Season

1. Navigate to the NCAA Event Direct app on your phone; this will be the same mobile app you utilized during the 2022-23 championship season. **Move ahead to step #5 or step #10 as appropriate.**
2. If you deleted the app, navigate to <https://web3.ncaa.org/eventdirect/pwa/index.html> on your mobile device. Do **NOT** utilize this link on a laptop; mobile devices only.
 - a. iOS – In Safari, tap the share icon  in the center at the bottom of your screen. Tap “Add to Home Screen” and click “Add” to confirm. Event Direct will now appear on your phone’s home screen.
 - b. Android – In Chrome, an onscreen prompt will appear with a prompt to add the app to the home screen. If this prompt does not appear, tap the “3 dots” icon to the top right and select “Add to Home Screen.” Event Direct will now appear on your phone’s home screen.
3. **Move ahead to step #4 or step #9 as appropriate.**

I have an NCAA/MyApps account and I know my password

4. On the Event Direct Home page, navigate to the dropdown menu via the icon in the top left. Choose **Login**.
5. Enter the email address and password of your existing NCAA My Apps account. You are now logged into the Event Direct app and will be returned to the app home page.
6. Navigate again to the left column dropdown menu and choose **Select an Event**. Select the desired event from the list. You will be moved to that event’s home page.
7. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
8. Your email address, first/last name, institution/organization will pre-populate. Enter your desired role(s) from the dropdown list of options as well as your mobile phone number (which is **required** to receive text message notifications). Select **Register**. **Skip ahead to step #15.**

I have an NCAA/MyApps account and I don't know my password

9. On the Event Direct Home page, navigate to the dropdown menu via the icon in the top left. Choose **Login**.
10. On the login screen, choose the Forgot Password option and proceed through that process. Upon resetting your password, navigate again to the left column dropdown menu of the Event Direct app and choose **Login**.
11. Enter the email address and password that comprise your NCAA My Apps account. You are now logged into the Event Direct app and will be returned to the app home page.
12. Navigate again to the left column dropdown menu and choose **Select an Event**. Select the desired event from the list. You will be moved to that event's home page.
13. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
14. Your email address, first/last name, institution/organization will pre-populate. Enter your desired role(s) from the dropdown list of options as well as your mobile phone number (which is **required** to receive text message notifications). Select **Register**.
15. A notice will appear on the bottom of the page indicating you have registered for the event and are awaiting confirmation by an NCAA championships operations administrator. Once confirmed, this message will disappear and you will have access to additional features for your selected event.