



# ***PARTICIPANT 2025-26 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                       | 10 |
| Drug Testing                                             | 11 |
| Host City Information                                    | 12 |
| Lodging                                                  | 12 |
| Media Services                                           | 12 |
| Medical Information                                      | 14 |
| NCAA Policies and Requirements                           | 16 |
| Participant Expectations and Guidelines                  | 18 |
| Spectator Information                                    | 19 |
| 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                           | 27 |
| APPENDIX E – EMERGENCY ACTION PLAN                       | 29 |
| APPENDIX F – STUDENT-ATHLETE PARTICIPATION AWARDS        | 30 |
| APPENDIX G – NCAA EVENTDIRECT INFORMATION                | 31 |

## Introduction

Congratulations on your selection to the 2025 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 2025-26 NCAA Division I Men's and Women's Tennis Prechampionships Manual. Additional information is available on the championships website at [ncaa.com](http://ncaa.com) and on [ncaa.org](http://ncaa.org).

The championships will be held at the USTA National Campus in Orlando, Florida. The University of Central Florida and USTA will serve as hosts for the championships.

Detailed information regarding the selection process is included in the 2025-26 Prechampionships Manual, which is available online at [ncaa.org](http://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](mailto: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](http://NCAA website).
- Practice court reservations can be made beginning at **noon Eastern time, Tuesday, Nov. 11**, with Brian Ormiston via **email only** at [ncaapractices@gmail.com](mailto:ncaapractices@gmail.com). Practice courts are assigned on a first-come, first-serve basis. Questions regarding practice courts should be directed to Brian Ormiston ([ncaapractices@gmail.com](mailto:ncaapractices@gmail.com); 407-920-1233).
- Confirm hotel reservations and submit rooming list to hotel by **5 p.m. Eastern time Monday, Nov. 10**.
- Complete and submit [INDIVIDUALS CREDENTIAL FORM/TRAVEL INFORMATION](#) by **5 p.m. Eastern time Wednesday, Nov. 12**.
- Complete nominations for the Elite Scholar-Athlete Award by **5 p.m. Eastern time Thursday, Nov. 13**. 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. 14**.
- If interested, preorder shirts through Event 1, Inc., online at <http://event1teamstore.com> by **11 p.m. Eastern time, Sunday, Dec. 7**. Institutions placing orders by the deadline will have their orders shipped directly to their campuses within three weeks after competition is complete.

| NCAA TENNIS CHAMPIONSHIP SUBCOMMITTEE                                                                                                                   |                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Men's Subcommittee:                                                                                                                                     | Women's Subcommittee:                                                                                                                     |
| <b>Karen Baebler</b><br>University of Washington<br>Email: <a href="mailto:kflor@uw.edu">kflor@uw.edu</a>                                               | <b>Courtney Nagle</b><br>University of Oregon<br>Email: <a href="mailto:cnagle@uoregon.edu">cnagle@uoregon.edu</a>                        |
| <b>Grant Chen</b><br>Southern Methodist University<br>Email: <a href="mailto:grantchen@smu.edu">grantchen@smu.edu</a>                                   | <b>Leslie Chang</b><br>University of the Pacific<br>Email: <a href="mailto:lchang2@pacific.edu">lchang2@pacific.edu</a>                   |
| <b>Rich Bonfiglio</b><br>University of Pennsylvania<br>Email: <a href="mailto:rbonfigl@upenn.edu">rbonfigl@upenn.edu</a>                                | <b>Lauren Belisle</b><br>Vanderbilt University<br>Email: <a href="mailto:lauren.belsile@vanderbilt.edu">lauren.belsile@vanderbilt.edu</a> |
| <b>George Husack</b><br>University of Alabama<br>Email: <a href="mailto:ghusack@ia.ua.edu">ghusack@ia.ua.edu</a>                                        | <b>Alison Silverio, subcommittee chair</b><br>University of Notre Dame<br>Email: <a href="mailto:asilveri@nd.edu">asilveri@nd.edu</a>     |
| <b>Ryan Keckley</b><br>University of San Diego<br>Email: <a href="mailto:ryankeckley@sandiego.edu">ryankeckley@sandiego.edu</a>                         | <b>Paul Wardlaw</b><br>University of Denver<br>Email: <a href="mailto:paul.wardlaw@du.edu">paul.wardlaw@du.edu</a>                        |
| <b>Taylor Stapleton, subcommittee chair</b><br>DePaul University<br>Email: <a href="mailto:taylor.stapleton@depaul.edu">taylor.stapleton@depaul.edu</a> | <b>Brendan Armitage</b><br>University of South Florida<br>Email: <a href="mailto:barmitage1@usf.edu">barmitage1@usf.edu</a>               |
| <b>David Roditi</b><br>Texas Christian University<br>Email: <a href="mailto:d.roditi@tcu.edu">d.roditi@tcu.edu</a>                                      | <b>Lee De León</b><br>Middle Tennessee State University<br>Email: <a href="mailto:lee.deleon@mtsu.edu">lee.deleon@mtsu.edu</a>            |
| <b>Jana Woodson</b><br>Tulane University<br>Email: <a href="mailto:jwoodson@tulane.edu">jwoodson@tulane.edu</a>                                         |                                                                                                                                           |

| NCAA STAFF                                                                                                                                                                 |                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Kelsi Mahoney</b><br>Assistant Director of Championships and Alliances (Men's)<br>Cell: 317-225-9293<br>Email: <a href="mailto:kmahoney@ncaa.org">kmahoney@ncaa.org</a> | <b>Paige Newman</b><br>Assistant Director of Championships and Alliances (Women's)<br>Cell: 317-778-9808<br>Email: <a href="mailto:pnewman@ncaa.org">pnewman@ncaa.org</a> |
| <b>Leslie Havens</b><br>Assistant Coordinator<br>Phone: 317-917-6483<br>Email: <a href="mailto:lhavens@ncaa.org">lhavens@ncaa.org</a>                                      | <b>Kerstin Hunter</b><br>Coordinator of Championships and Alliances<br>Phone: 317-917-6645<br>Email: <a href="mailto:khunter@ncaa.org">khunter@ncaa.org</a>               |

**Host Personnel**

| <b>TOURNAMENT PERSONNEL</b>                                                                                                                      |                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tournament Manager</b><br>Josh Bramblett<br>Cell: 407-462-9425<br>Email: <a href="mailto:josh.bramblett@usta.com">josh.bramblett@usta.com</a> | <b>Host Athletic Director</b><br>Terry Mohajir<br>Director of Athletics                                                                                                                                             |
| <b>Tournament Administrator</b><br>Elissa Hill<br>Cell: 843-813-5534<br>Email: <a href="mailto:hill@usta.com">hill@usta.com</a>                  | <b>Athletic Training</b><br>John Finley<br>Cell: 407-602-8535<br>Email: <a href="mailto:john.finley@adventhealth.com">john.finley@adventhealth.com</a>                                                              |
| <b>Ticket Manager</b><br>Brian King<br>Cell: 407-823-4314<br>Email: <a href="mailto:bking@athletics.ucf.edu">bking@athletics.ucf.edu</a>         | <b>Media Coordinator</b><br>Dan Pyser<br>Cell: 407-462-3184<br>Email: <a href="mailto:daniel.pyser@usta.com">daniel.pyser@usta.com</a>                                                                              |
| <b>Tournament Stringer</b><br>RJ Paredes<br>Cell: 561-339-1013<br>Email: <a href="mailto:renanp@fromuthtennis.com">renanp@fromuthtennis.com</a>  | <b>Practice Courts</b><br>Brian Ormiston<br>Cell: 407-920-1233<br>Email: <a href="mailto:ncaapractices@gmail.com">ncaapractices@gmail.com</a><br><b>*PLEASE NOTE A CHANGE IN BRIAN'S EMAIL FROM PREVIOUS YEARS.</b> |
| <b>Tournament Referee</b><br>Anthony Montero                                                                                                     |                                                                                                                                                                                                                     |

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus  
Orlando, Florida



## Host Welcome

Dear NCAA Tennis Championship Participants:

On behalf of the United States Tennis Association and the University of Central Florida, 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 the details you may need as you prepare for the NCAA championships.

Congratulations on your season and best wishes for a successful championship.

All the best,

Two handwritten signatures in black ink. The first signature is "Elissa K. Hill" and the second is "Terry Mohajir".

Elissa Hill  
Senior Director, Collegiate Tennis  
USTA National Campus

Terry Mohajir  
Vice President & Director of Athletics  
University of Central Florida

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus  
Orlando, Florida



## Schedule

The singles and doubles championships will take place Nov. 18-23 at the USTA National Campus, 10000 USTA Boulevard, Orlando, Florida 32827.

### Registration Check-in

Credential and packet pickup will take place at the Welcome Center at the USTA National Campus.

### Practice Courts

The competition tennis courts are available for practice two days before competition. Additional practice courts will be available at the TEAM USA courts. Singles and doubles participants may not practice at the competition courts or practice courts until **Sunday, Nov. 16**.

Practice court reservations for singles and doubles participants can be made beginning at **noon Eastern time, Tuesday, Nov. 11**, with Brian Ormiston **via email only** at [ncaapractices@gmail.com](mailto:ncaapractices@gmail.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 warm-up 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: [2025 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 p.m. Eastern time Monday, Nov. 17**, and will be held virtually. A meeting invitation with link to the videoconference 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](http://ncaa.com) by **6 p.m. Eastern time Saturday, Nov. 15**. 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.

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus  
Orlando, Florida



## 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, Nov. 17**, at the Aloft Lake Nona. **All participants are required to attend.** The celebration will include food from. Attendees can enjoy a music and photo opportunities. Dress is casual. There will be a brief welcome from the host.

Althea Ball Room, Aloft Lake Nona- 7215 Corner Drive, Orlando, Florida 32827

### Match Check-In

All players are required to check in for their matches at the Tournament Desk located between courts 1 and 2 under the stands at the Collegiate Center.

### 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, Nov. 12.**

### [Singles/Doubles Credential Form](#)

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) who 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 Kelsi Mahoney ([kmahoney@ncaa.org](mailto:kmahoney@ncaa.org)) and Paige Newman ([pnewman@ncaa.org](mailto:pnewman@ncaa.org)) for a guest credential, which does not provide court access.

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus  
Orlando, Florida



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

## **Electronic Line Calling**

The committee approved the use of an electronic line calling system for the singles and doubles championships at USTA campus. Play Replay will be used in accordance with ITA rules.

## **Elite Scholar-Athlete Award**

The Elite Scholar-Athlete Award is presented to the student-athlete with the highest cumulative grade-point average competing at the final site for each of the 92 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; [obaumhoer@ncaa.org](mailto:obaumhoer@ncaa.org)). All documents, including deadlines and nomination forms, can be accessed at [Elite Scholar-Athlete forms](#).

The submission deadline for nominations for the 2025-26 NCAA Division I Men's and Women's Tennis Championships for singles and doubles participants is **5 p.m. Eastern time, Thursday, November 13**. 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.

## **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.

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus  
Orlando, Florida



## 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 in the Welcome Center (Multipurpose Room). 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.

### Hospitality Hours

Nov. 18-23

Hospitality area opens one 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, at the Net Post Grill. Operation hours are 9 a.m. to 6 p.m. (subject to change).

## 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 Player Development Indoor Tennis Center. Spectator access is limited to pass list only if matches move inside.

## Local Workout Facility

The Lake Nona Performance Center will be available for use throughout the tournament and is located in the Lake Nona Town Center, 6775 Chopra Ter, Orlando, Florida 32827.

## Locker Rooms

Locker rooms will be available for competing teams and student-athletes at the Collegiate Center in addition to the locker rooms located in the Welcome Center.

## 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 proshop located in the Welcome Center.

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus  
Orlando, Florida



Participants will also be given the opportunity to preorder apparel through Event 1, Inc., the official souvenir merchandiser for the NCAA, by **11 p.m. Eastern time, Sunday, Dec. 7** 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 additional medallions can do so at <https://services.mtmrecognition.com/ncaa/>. Additional medallions will **NOT** be provided at registration.

## **Stringer**

Stringers will be available at the Racquet Bar in the Welcome Center 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 who are playing beyond 8 p.m. as needed.

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

For all stringing services, please contact RJ Paredes at [renanp@fromuthtennis.com](mailto:renanp@fromuthtennis.com) or 561-339-1013. 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.

**Note: The NCAA considers awards as gifts to the institution for federal tax reporting purposes. It is up to the institution to consider further federal tax reporting requirements as awards are distributed by the institution.**

## **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.

## **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 USTA National Campus.

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus  
Orlando, Florida



## **Emergency Evacuation Plan**

The National Campus Emergency Evacuation plan is provided in [Appendix E](#).

## **Facility Regulations – Prohibited Items**

### **Facility Regulations – Prohibited Items**

For reasons of safety, the following items are not permitted in the USTA National Campus:

- Bringing outside food and beverage in coolers larger than 13 gallons
- Swimming or fishing in ponds.
- Smoking (including e-cigarettes).
- Video recording devices.
- Outside alcohol.
- Pets (except service animals).
- Weapons.

## **Student-Athlete Entrance**

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

## **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 2025-26 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.***

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus

Orlando, Florida



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 postevent 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: [visitorlando.com](http://visitorlando.com).

## 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, Monday, Nov. 10**.

| HOTELS                                    |                                     |
|-------------------------------------------|-------------------------------------|
| Courtyard/Residence Inn Orlando Lake Nona | Hampton Inn Orlando Lake Nona       |
| Home2 Suites Orlando Lake Nona            | SpringHill Suites Orlando Lake Nona |

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 Lake Nona

## 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:

**Daniel Pyser**

Email: [daniel.pyser@usta.com](mailto:daniel.pyser@usta.com)

Cell: 407-462-3184

Live scoring, webcasting and daily results will be available via the [USTA National Campus website](http://USTA National Campus website) and through the NCAA website [www.ncaa.com](http://www.ncaa.com).

## Championships Coverage

Please visit [www.ncaa.com/media](http://www.ncaa.com/media) for a full list of policies. All matches will be available live on ESPN+.

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus  
Orlando, Florida



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## **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.

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](http://www.ncaa.com/media).

## **Interview Procedures**

**Participant Interviews** – Participant interview requests will be made to the USTA's Corporate 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 interview area adjacent to Court 1 at the Collegiate Center. If a student-athlete is playing two matches in a single day, they may 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, 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 the participants are determined.

## **Media Workroom and Seating**

During the championships, the Media Workroom will be located at the Collegiate Center under the bleachers. Additional workspace may be available in the Welcome Center.

## **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](http://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 Daniel Pyser, 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.

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus

Orlando, Florida



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.

## Medical Information

The host athletic medicine staff comprises athletic trainers, physical therapists and physicians from the USTA National Campus (Advent Health/Nemours Children's Health System) 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.

In the event of a heat illness emergency, the TACO method (Tarp Assisted Cooling Oscillation) will be used for pre-EMS transport cooling. TACO kits are available in each athletic training room at the Collegiate Center. Instructions for use are posted in each athletic training room and will be shared with team athletic trainers.

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 variety of treatment modalities and first aid supplies will be available there. Players requiring examination by a tournament physician will be escorted to the Player Development building. A physician examination room is located in the Player Development athletic training room.

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

USTA National Campus/AdventHealth/Nemours Children's Hospital/University of Central Florida

John Finley, ATC Host Medical Team Lead 302-981-6036, [john.finley@adventhealth.com](mailto:john.finley@adventhealth.com).

|               |                                   |              |                                                                                |
|---------------|-----------------------------------|--------------|--------------------------------------------------------------------------------|
| John Finley   | PT Host Medical Team Lead         | 302-981-6036 | <a href="mailto:john.finley@adventhealth.com">john.finley@adventhealth.com</a> |
| Brian Daniels | MD Medical Co-Director- USTA NC   |              |                                                                                |
| Daryl Osbahr  | MD, Co-Medical Director - USTA NC |              |                                                                                |

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus

Orlando, Florida



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## **Emergency Facilities**

EMS will be on-site for all competitions.

Other emergencies

Ambulance – Orlando Fire Department 911

Orlando Police Department 911

## **Tournament Players' Hospital & Emergency Department**

Nemours Children Hospital \*Pediatric only

13535 Nemours Parkway, Orlando, Florida 32827

407-567-4000; Open 24/7

Travel from USTANC – 4 minutes

Additional Local Hospital & Emergency Departments

AdventHealth Lake Nona ER

10080 Lake Nona Boulevard, Orlando, Florida 32827

321-340-4100; Open 24/7

Travel from USTANC – 7 minutes

UCF Lake Nona Medical Center/ ER

6700 Lake Nona Boulevard Orlando, Florida 32827

689-216-8000; Open 24/7

Travel from USTANC – 10 minutes

Local Pharmacies

CVS Pharmacy

9306 Narcoossee Road

Orlando, Florida 32827

407-438-6898

Walgreens Pharmacy

10425 Narcoossee Road

Orlando, Florida 32832

407-384-9353

## **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

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus  
Orlando, Florida



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>.

## **National Campus Emergency Medical Plan ([Appendix E](#))**

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

## **Emergency Medical Service**

EMS personnel will be on-site for all 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 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, Paige Newman (women's) ([pnorman@ncaa.org](mailto:pnorman@ncaa.org); 317-778-9808) and/or Kelsi Mahoney (men's) ([kmahoney@ncaa.org](mailto:kmahoney@ncaa.org); 317-225-9293), 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-

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus  
Orlando, Florida



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.

## **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**

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus  
Orlando, Florida



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 Oversight 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:

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.

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus  
Orlando, Florida



## 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

At 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 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 warm-up at the practice courts before each match.

Players will have a maximum of five minutes on court for warm-up 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.

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus

Orlando, Florida



## Concessions

Concessions offering food and beverages will be located at the Net Post Grill.

## Entrance

Spectators must enter the facility through the main entrance of the collegiate center. (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.

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

## Tickets

Tickets are available to purchase online at [ncaa.com/tickets](https://ncaa.com/tickets), and on-site on competition days. The Ticket Office and gates will be open 60 minutes before competition Nov. 18-23.

## 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.

**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 pass list booth at the ticket office. 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 is 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.**

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus

Orlando, Florida



## 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 Collegiate 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 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](https://www.ncaa.org).

### 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](mailto:travel@ncaa.org) for approval before making any travel arrangements.

Per NCAA travel policies, schools may 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.

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus

Orlando, Florida



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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](#).

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus  
Orlando, Florida



## **APPENDIX A – SCHEDULE OF EVENTS – INDIVIDUAL COMPETITION**

(All times Eastern – times subject to change)

### **Saturday, Nov. 15**

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

### **Sunday, Nov. 16**

|                 |                             |                      |
|-----------------|-----------------------------|----------------------|
| 8 a.m. – 9 p.m. | Men's and Women's Practices | USTA National Campus |
|-----------------|-----------------------------|----------------------|

### **Monday, Nov. 17**

|                 |                                 |                      |
|-----------------|---------------------------------|----------------------|
| 8 a.m. – 6 p.m. | Men's and Women's Practices     | USTA National Campus |
| 6 p.m.          | Administrative Meeting          | Virtual Meeting      |
| 7 p.m.          | Singles and Doubles Celebration | Aloft Lake Nona      |

### **Tuesday, Nov. 18**

|        |                                         |                      |
|--------|-----------------------------------------|----------------------|
| 9 a.m. | Men's and Women's Singles (First Round) | USTA National Campus |
|--------|-----------------------------------------|----------------------|

### **Wednesday, Nov. 19**

|        |                                                                                     |                      |
|--------|-------------------------------------------------------------------------------------|----------------------|
| 9 a.m. | Men's and Women's Singles (Second Round)<br>Men's and Women's Doubles (First Round) | USTA National Campus |
|--------|-------------------------------------------------------------------------------------|----------------------|

### **Thursday, Nov. 20**

|         |                                                                                    |                      |
|---------|------------------------------------------------------------------------------------|----------------------|
| 10 a.m. | Men's and Women's Singles (Round of 16)<br>Men's and Women's Doubles (Round of 16) | USTA National Campus |
|---------|------------------------------------------------------------------------------------|----------------------|

### **Friday, Nov. 21**

|         |                                                                                        |                      |
|---------|----------------------------------------------------------------------------------------|----------------------|
| 10 a.m. | Men's and Women's Singles (Quarterfinals)<br>Men's and Women's Doubles (Quarterfinals) | USTA National Campus |
|---------|----------------------------------------------------------------------------------------|----------------------|

### **Saturday, Nov. 22**

|         |                                                                                  |                      |
|---------|----------------------------------------------------------------------------------|----------------------|
| 10 a.m. | Men's and Women's Singles (Semifinals)<br>Men's and Women's Doubles (Semifinals) | USTA National Campus |
|---------|----------------------------------------------------------------------------------|----------------------|

### **Sunday, Nov. 23**

|         |                                            |                      |
|---------|--------------------------------------------|----------------------|
| 11 a.m. | Men's and Women's Singles & Doubles Finals | USTA National Campus |
|---------|--------------------------------------------|----------------------|

# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus

Orlando, Florida



## APPENDIX B – COMPETITION COURT LAYOUT

### USTA Collegiate Center (Outdoor Competition Courts)



# 2025 NCAA Division I Tennis Singles and Doubles Championships

Nov. 18-23 – USTA National Campus

Orlando, Florida



## Player Development Indoor Court LAYOUT AND DIRECTIONS



APPENDIX C – OVERALL EVENT MAP



## **APPENDIX D – PLAYER GUEST LIST**

### **2025-26 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. \_\_\_\_\_

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2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

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6. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

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 the 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**

### **USTA National Campus Collegiate Center Emergency Action Plan**

#### **NATIONAL CAMPUS – EMERGENCY ACTION PLAN FOR COLLEGIATE CENTER EVENTS**

**Purpose:** To provide emergency information to support events held at the National Campus Collegiate Center.

#### **Communications**

Staff assigned to the event location will be equipped with portable radios for effective communication.

**Note:** Portable radios will be on the Events Channel.

All portable radio communications are monitored by Front Desk Staff. The Front Desk serves as a Command Center during events held at the Collegiate Center to support emergencies or incidents through proper communication.

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

**National Campus – Main Telephone Number: 407-675-2500**

**National Campus – Emergency Telephone Number: 407-675-2798**

**Note:** This telephone number should be used for those staff or individuals who do not have a portable radio to contact the Front Desk Staff.

#### **Medical Support**

For incidents where an individual may have suffered an injury or may be suffering from a medical condition or illness either contact the Front Desk Staff using the portable radio on the Events Channel or call the Emergency Telephone Number listed above. Front Desk Staff will dispatch the Athletic Medicine Team to respond to the location of the medical incident.

#### **Evacuation**

Individuals may be evacuated to multiple locations depending on the emergency or the severity of the weather event.

**Listed below are the preferred locations to be used during evacuation procedures or Shelter-in-Place:**

- **Welcome Center – Main Lobby**
- **Net Post Grill – Welcome Center**

**Note:** The Collegiate Center, Ground Level – under the Bleachers, can be used for Shelter-In-Place depending on the number of individuals present and the type of emergency. The Bleachers are “grounded” electrically and therefore, are suitable for use if a lightning event approaches rapidly.

**Note:** There is an AED located on the Ground Level at the west end of the Collegiate Center. Reference: National Campus Emergency Action Plan.

## **APPENDIX F – STUDENT-ATHLETE PARTICIPATION AWARDS**

# **CONGRATULATIONS ON YOUR TEAM'S SUCCESS!**

To celebrate your accomplishment, the NCAA is gifting Student-Athlete Mementos on-site at the Championship!



\*The number of Student-Athlete Mementos you receive will match the NCAA-prescribed travel party size.

### **HOW TO PURCHASE ADDITIONAL STUDENT-ATHLETE MEMENTOS**

To purchase additional mementos beyond your travel party allotment, follow the steps below.

1. Navigate to <https://ncaa-champ-mementos.myshopify.com/> OR scan the QR code on this page.
2. Enter the password: **DIGIFT25\_26**
3. Select your Championship Logo.
4. Choose the quantity of additional gifts you'd like and add them to your cart.
5. At checkout, provide your contact information and the shipping address for delivery.
6. Enter your payment information (all gifts must be paid for at checkout).
7. Submit your order.



Orders for additional Student-Athlete Mementos will be processed and shipped within two weeks.

### **QUESTIONS?**

Reach out to Morgan England at [morgan@yiworks.com](mailto:morgan@yiworks.com)

## 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** use 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 used NCAA Event Direct during the 2024-25 Championship Season**

1. Navigate to the NCAA Event Direct app on your phone; this will be the same mobile app you used during the 2024-25 championship season. **Move ahead to step #4 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 #10 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. Immediately then navigate again to the dropdown menu via the icon in the top left. Choose **Login**.
6. 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.
7. 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.
8. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.

9. 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**

10. On the Event Direct Home page, navigate to the dropdown menu via the icon in the top left. Choose **Login**.
11. Immediately then navigate again to the dropdown menu via the icon in the top left. Choose **Login**.
12. 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**.
13. 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.
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 (which is **required** to receive text message notifications). Select **Register**.
17. 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.