



2019 DIVISION II

TENNIS CHAMPIONSHIPS

*ALTAMONTE SPRINGS, FL • Rollins College,
Greater Orlando Sports Commission, Hosts*

PARTICIPANT 2018-19 MANUAL

May 5, 2019

Dear Participants:

Congratulations on advancing to the 2019 NCAA Division II Men's and Women's Tennis Championships that will be held May 21 - 25 in Altamonte Springs, Florida, hosted by Rollins College and the Greater Orlando Sports Commission. This participant manual should serve as a helpful guide as you prepare for additional competition. It contains specific information pertaining to hotel arrangements, team travel, a schedule of events, and other aspects of the championships site.

Please feel free to make use of the contact information to reach pertinent NCAA and host personnel who will be available to assist you throughout the championships.

Best wishes,

Chi Ly

Chi Ly, chair
NCAA Division II Men's and Women's
Tennis Committee

HOST PERSONNEL.....	2
COMMITTEE ROSTER 2018 - 19.....	3
ATHLETIC TRAINING.....	4
AWARDS CEREMONY.....	4
COMMUNITY ENGAGEMENT.....	4
BANQUET.....	4
PRE-CHAMPIONSHIPS COACHES MEETING.....	5
DRUG TESTING.....	5
EMERGENCY EVACUATION PLAN.....	5
HOSPITAL.....	5
HOSPITALITY.....	6
LAUNDRY SERVICE.....	6
LODGING.....	6
OFFICIALS.....	7
PARKING.....	7
PARTICIPANT MEMENTOS.....	7
PRACTICE SCHEDULE.....	7
RACQUET STRINGING.....	8
REGISTRATION.....	8
SCHEDULE OF EVENTS.....	9
TEAM SEATING.....	10
UNIFORMS.....	10
MAP OF SANLANDO PARK.....	11
DIRECTIONS.....	12

NCAA DIVISION II MEN'S AND WOMEN'S TENNIS

HOST PERSONNEL

TOURNAMENT MANAGER:	Name: Title: Organization: Street: City, St, Zip: E-Mail:	Shalisa Griffin Manager of Business Development and Events Greater Orlando Sports Commission 400 W. Church Street/Suite 205 Orlando, FL 32801 sgriffin@greaterorlandosports.com OFFICE:(407) 515-6559
PROMOTIONS/MARKETING DIRECTOR:	Name: Title: Organization: Street: City, St, Zip: E-Mail:	Shalisa Griffin Manager of Business Development and Events Greater Orlando Sports Commission 400 W. Church Street/Suite 205 Orlando, FL 32801 sgriffin@greaterorlandosports.com OFFICE:(407) 515-6559
SPORTS INFORMATION CONTACT:	Name: Title: School: Street: City, St, Zip: E-Mail:	Megan Hinners Associate Director Athletic Communications and Marketing Rollins College 1000 Holt Ave Winter Park, FL 32789 mhinners@rollins.edu CELL: (407) 619-7681 OFFICE: (407) 646-2663
HOST INSTITUTION CHAMPIONSHIP DEDICATED INTERNET SITE:	Web Addresses:	https://greaterorlandosports.com/ncaa-dii-tennis-championships/ https://www.ncaa.com/sports/tennis-women/d2 https://www.ncaa.com/sports/tennis-men/d2
FACILITY MANAGER:	Name: Title: Organization: Street: City, St, Zip: E-Mail:	Eric Klotz Park Supervisor Sanlando Park 401 West Highland Street Altamonte Springs, FL 32714 ekoltz@seminolecountyfl.gov OFFICE:(407) 665-2100
SOUVENIR CONCESSIONS MANAGER:	Name: Title: Organization: Street: City, St, Zip: E-Mail:	Shalisa Griffin Manager of Business Development and Events Greater Orlando Sports Commission 400 W. Church Street/Suite 205 Orlando, FL 32801 sgriffin@greaterorlandosports.com OFFICE:(407) 515-6559
FOOD CONCESSIONS COORDINATOR:	Name: Title: Organization: Street: City, St, Zip: E-Mail:	Eric Klotz Park Supervisor Sanlando Park 401 West Highland Street Altamonte Springs, FL 32714 ekoltz@seminolecountyfl.gov OFFICE:(407) 665-2100
DRUG-TESTING SITE COORDINATOR:	Name: Title: Organization: Street: City, St, Zip: E-Mail:	Adam Kjosa Sports Medicine Supervisor Orlando Health 515 W. State Rd. 434, Suite 310 Longwood, FL 32750 Adam.kjosa1376@gmail.com OFFICE: (407) 939-1478

NCAA DIVISION II MEN'S AND WOMEN'S TENNIS

COMMITTEE ROSTER 2018 - 19

<p>Ms. Jessica Incorminias Assistant Director of Championships Central Intercollegiate Athletic Association 4725 Piedmont Row Drive Charlotte, North Carolina 28210</p> <p>Phone: 757-298-4505 Cell: 757-303-2637 Email: jincorminias@theciaa.com Term Expires: August 2021</p>	Atlantic Region	<p>Ms. Abby Davis SWA/ Head Women's Tennis Coach Arkansas Tech University 215 West O Street Russellville, Arkansas 72801</p> <p>Phone: 479-536-2033 Cell: 479-970-8539 Email: adavis@atu.edu Term Expires: August 2022</p>	Central Region
<p>Mr. Greg Coache Head Tennis Coach Southern New Hampshire University 2500 N. River Road Hooksett, New Hampshire 03106</p> <p>Phone: 603-645-9741 Cell: 603-496-2767 Email: g.coach@snhu.edu Term Expires: August 2022</p>	East Region	<p>Ms. Krista Plummer SWA/ Assistant Athletic Director Northwood University 4000 Whiting Drive Midland, Michigan 48640</p> <p>Phone: 989-837-4817 Cell: 989-941-5324 Email: plummek@northwood.edu Term Expires: August 2022</p>	Midwest Region
<p>Mr. Lee Underwood Head Women's Tennis Coach Barton College 400 Atlantic Christian College Drive Wilson, North Carolina 27893</p> <p>Phone: 252-399-6678 Cell: 252-299-1260 Email: lunderwood@barton.edu Term Expires: August 2022</p>	Southeast Region	<p>Mr. Scott Linn Head Tennis Coach Midwestern State University 3410 Taft Blvd. Wichita Falls, Texas 76308</p> <p>Phone: 940-397-4766 Cell: 940-235-0967 Email: scott.linn@msutexas.edu Term Expires: August 2022</p>	South Central Region
<p>Mr. Chi Ly, chair Head Tennis Coach Palm Beach Atlantic University 901 S. Flagler Drive West Palm Beach, Florida 33401</p> <p>Phone: 561-803-2520 Cell: 561-371-1561 Email: chi_ly@pba.edu Term Expires: August 2019</p>	South Region	<p>Mr. William Powers Hawaii Pacific University 1164 Bishop Street Honolulu, Hawaii 96813</p> <p>Phone: 808-544-0220 Cell: 940-867-8616 Email: bpowers@hpu.edu Term Expires: August 2022</p>	West Region
<p>NCAA Championships Manager Roberta Page NCAA P.O. Box 6222 Indianapolis, Indiana 46206 Cell: (317) 966-6489 Office: (317) 917-6222 E-mail: rpage@ncaa.org</p>		<p>NCAA Assistant Coordinator Leslie Havens NCAA P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317-917-6222 E-mail: lhavens@ncaa.org</p>	

ATHLETIC TRAINING

The athletic training facility for the tournament will be located at the hitting courts across from Court 6 at Sanlando Park. The athletic training facility will be available to provide services to student-athletes from one (1) hour prior to the day's events through one (1) hour after the last practice or match. The athletic trainers will be fully equipped with heat packs and ice.

Nearest Walk-In Clinic:

AdventHealth Centra-Care
440 West State Road 436
Altamonte Springs, FL 32714
Phone: (407) 788-2000

Nearest Pharmacy:

CVS Pharmacy
277 West State Road 436
Altamonte Spring, FL 32714
Phone: (407) 389-6025

AWARDS CEREMONY

Awards will be presented by the NCAA Division II Men's and Women's Tennis Committee following the semifinals and finals between Courts 10 and 11.

COMMUNITY ENGAGEMENT

In an effort to expose the core value of community engagement within NCAA Division II and tennis, each participating team will have the opportunity to volunteer to take part in an autograph session and tennis play day on Saturday, May 25th. We will invite local youth to come and support our student-athletes during our championship events. The community outreach will give each participant a unique opportunity to interact with children who have little or no exposure to college tennis. All youth participants will receive a Division II autograph card and a sweatband. We will have these items for you at the venue.

BANQUET

NCAA Championships Banquet:

Orlando Science Center (4th Floor)
Address to Parking Garage:
800 East Princeton Street
Orlando, FL 32803

Monday, May 20th, 6:30p.m. - 8:30p.m.

Coaches Meeting - 7:45p.m. (Founder's Room – 3rd Floor)

Parking and Entry: All team vans must park on the Ground Level of the parking garage. Please take the elevator to Level 2 of the parking garage and use the Pedestrian Bridge to enter the venue. Standard size cars can park on Level 2 of the parking garage.

Admission: The banquet is open to members of the official travel party, which is a maximum of eleven (11). Tickets can be purchased at the banquet for additional coaches, student-athletes, or administrators in attendance. Each ticket will be \$35.00, and checks must be payable to Greater Orlando Sports Commission (cash is the preferred method of payment).

Attire: Please advise your student-athletes that attire is business casual.

Menu: Comfort Station: Cuisiniers Mac-n-Cheese, Buffalo Chicken Meatball Sliders, Brisket Sliders; Pasta Station: Caesar Salad, Garlic Bread Sticks, Chicken Alfredo, Baked Penne Pasta; Dessert Station: Gourmet Cookies, Brownie Bouchons, Cupcakes; Water, Tea, and Soft Drinks.

Activities: Live DJ, Team Photos (printing on-site), Caricature Artists, Photoboxx, Dinosaur Exhibits, and more.

PRE-CHAMPIONSHIPS COACHES MEETING

The NCAA coaches meeting will be held during the banquet on Monday, May 20th at approximately 7:45p.m. in the Founders Room on the 3rd floor of the Orlando Science Center. This is a **mandatory** meeting for all head coaches. The meeting is expected to last approximately 45 minutes.

DRUG TESTING

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

A member of the respective institutions' administrative staff will be notified before the student-athlete is taken to drug testing.

EMERGENCY EVACUATION PLAN

In case of emergency or lightning, please use the designated areas located in the following places:

- The main administration building located at the front of Sanlando Park
- Racquetball Courts 4-6 located across from the main administration building

HOSPITAL

Nearest Hospital:

AdventHealth Altamonte Springs
601 E. Altamonte Dr.
Altamonte Springs, FL 32701

10 minutes from Sanlando Park
Phone: (407) 303-2200

HOSPITALITY

Student-athletes and coaches. Hospitality signage placed at the tennis facility will clearly indicate the location(s). Refreshments will include fruit, snacks, and cold beverages.

LAUNDRY SERVICE

The Embassy Suites by Hilton Orlando North has onsite laundry machines located on the 2nd floor by the atrium and is quarter operated. Please check with the front desk for policies, costs, and the availability of laundry service.

LODGING

This year's team hotel is the Embassy Suites by Hilton Orlando North and each team can reserve up to seven rooms per team. Additional rooms may be available after all teams have made housing arrangements but are not guaranteed. Institutions are responsible for contacting its assigned hotel to make all payment arrangements and provide the hotel with a rooming list. A final list of teams will be sent to the hotel once both Rounds of 16 participants have been determined.

Please note: The host hotel will not book any teams in the NCAA room block that are not on the team list. Reservations cannot be made until after teams have advanced to the quarterfinals round.

Team Host Hotel:

Embassy Suites by Hilton Orlando North
225 Shorecrest Drive
Altamonte Springs, FL 32701
Phone: (407) 571-3435
Fax: (407) 834-2117
Contact: Birjania "Biri" Olivero

MEDIA INFORMATION

Upon selection to the NCAA championships, each institution shall provide Rollins College information for media purposes. Please email in PDF form the following:

- Media guide (if applicable)
- Accurate roster (including name, class, hometown, etc.)
- Full results (including scores in order played)
- Individual and team statistics

These materials should be sent to: Megan Hinnners (mhinnners@rollins.edu)

Media Credentials: All media interested in covering the 2019 NCAA Division II Men's and Women's Tennis Championships should submit a request to Megan Hinnners by **Friday, May 17th through the [NCAA Credential Application portal](#)**. Credentials will be issued at the Tournament Desk at Sanlando Park or by appointment.

Daily Results: Results may also be obtained on the NCAA Website at: www.ncaa.com.

Post-Tournament Interviews: There will be a designated interview area for media. Immediately after the awards ceremony, any coaches or student-athletes requested by the media will be available for interviews. Requests by the media for interviews throughout the competition should be directed to the sports information director for the tournament or the participating institution.

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

OFFICIALS

Officials are selected by the NCAA Division II Men's and Women's Tennis Committee and are supervised throughout the tournament by the chief umpire. The chief umpire will meet with the officials daily and make arrangements accordingly. These will be closed meetings.

PARKING

Free parking is available at Sanlando Park. Drivers are requested to assume only one space per vehicle. Please be courteous to all of the participants by refraining from playing loud music once entering the park.

PARTICIPANT MEMENTOS

Participant mementos will be sent directly to participating institutions after the conclusion of the Championships. Coaches from participating institutions will receive an email from the NCAA Championships Store after the conclusion of the event, at which time they can order mementos for their team.

PRACTICE SCHEDULE

Championships Site:

Sanlando Park
401 W. Highland Street
Altamonte Springs, FL 32714

Practice times and courts will be assigned according to the brackets. Practice times will be forwarded by the committee following selections.

Off-Site: In addition to the championships site, additional off-site facilities will be available during the championship. Institutions that choose to use any of the off-site facilities listed below will be responsible for calling the respective facility directly to reserve courts and will also be responsible for the non-reimbursable payment of associated rental fees to the respective off-site facilities.

Sylvan Lake Park
845 Lake Markham Road
Sanford, FL 32771
(407) 665-2180
Contact: Joe Tilton

Red Bug Lake Park
3600 Red Bug Lake Road
Casselberry, FL 32707
(407) 665-2190
Contact: TK Kelly

RACQUET STRINGING

Racquet stringing will be available on site at Sanlando Park for \$15 per racquet. There is an additional fee for string if you do not provide your own. For more information on racquet stringing, contact Stan Aranda at Sanlando Park (407) 665-2100. Payment must be cash or check. Make checks payable to Stan Aranda.

REGISTRATION

Lineups shall remain the same for the remainder of the championships, except in cases of injury, illness or extenuating circumstances (as determined by the coach, to be approved by the games committee). Therefore, challenges to the lineups at the final site will not be necessary, except in extenuating circumstances. The committee reserves the right to be the final authority regarding lineup decisions. The lineups for all institutions selected to participate in the championships are posted on the NCAA Website on the tennis championship administration page.



2019 NCAA DII MEN'S AND WOMEN'S TENNIS CHAMPIONSHIPS SCHEDULE OF EVENTS

Sunday, May 19

4 p.m. – committee walk through.

Monday, May 20

Noon – 1:25 p.m. – men's practice.

1:30 – 2:55 p.m. – men's practice.

6:30 p.m. – banquet with coaches meeting following banquet.

Tuesday, May 21

8 – 9:25 a.m. – women's practice.

9:30 – 10:55 a.m. – women's practice.

Noon – men's matches (4).

4 p.m. – men's matches (4).

Wednesday, May 22

8 a.m. – women's matches (4).

Noon – women's matches (4).

4 p.m. – men's matches (4).

Thursday, May 23

9 a.m. – women's matches (4).

1 p.m. – men's matches (2).

Friday, May 24

9 a.m. – women's matches (2).

1 p.m. – men's championship and awards ceremony.

Saturday, May 25

9 a.m. – women's championship and awards ceremony.

*Match times will take precedence over practice times in the case of inclement weather.

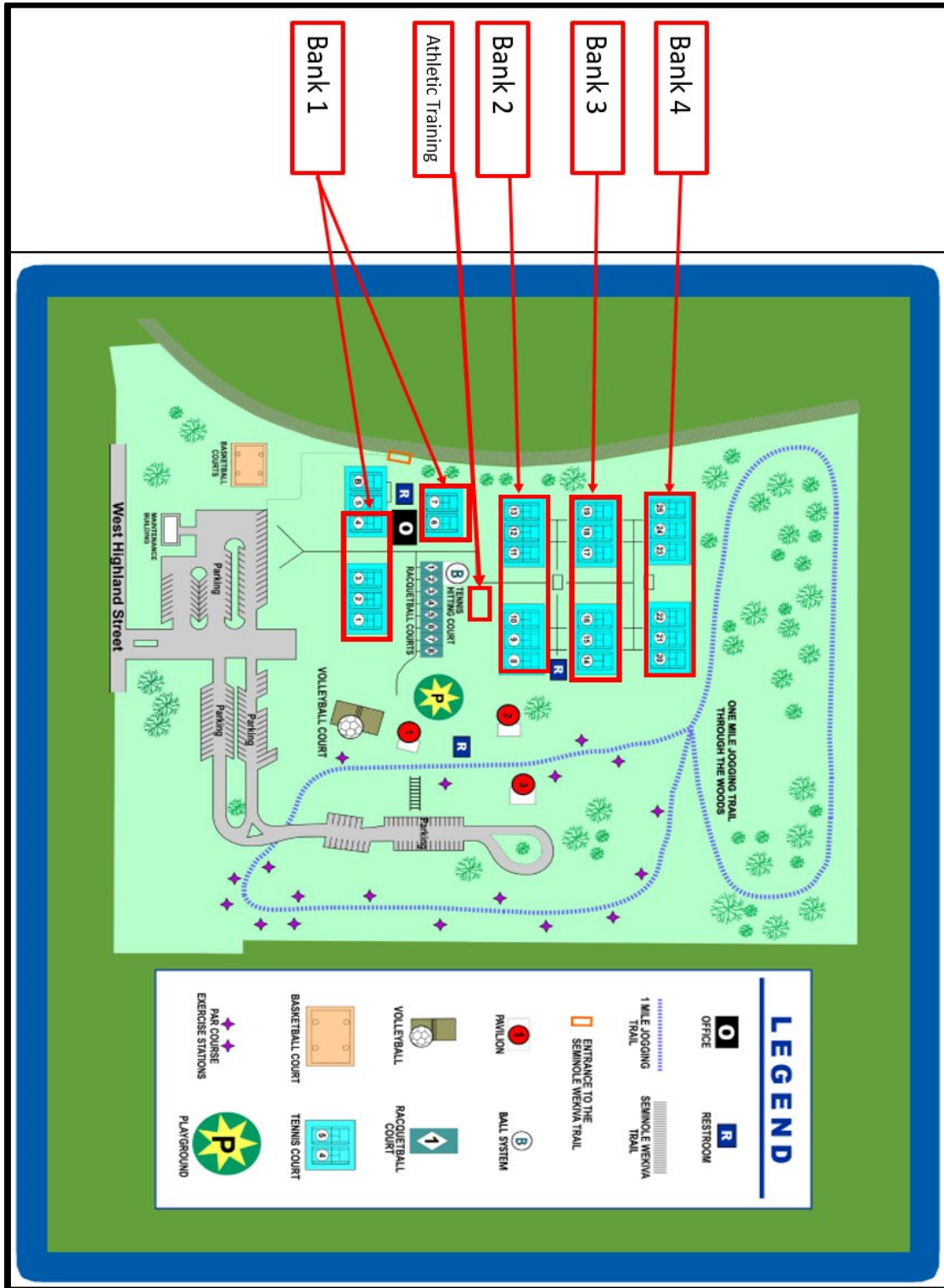
TEAM SEATING

Sanlando Park contains bleacher seating for spectators as well as plenty of shaded, grassy areas for teams to set up chairs.

UNIFORMS

All competitors **MUST** wear exclusively the official uniform of their institution during competition, warm-up for competition, interviews and the awards ceremonies. All players on each team are expected to wear the same team uniform at the start of the match. If changing apparel during a match, uniform tops and bottoms of each team member shall be of the same color, preferably the same likeness in markings. Apparel bearing professional sports team logos cannot be worn. Refer to page 5-6 of the 2019 NCAA Division II Men's and Women's Tennis Pre-Championship Manual for additional information.

MAP OF SANLANDO PARK



DIRECTIONS

Orlando International Airport to Embassy Suites Altamonte Springs

225 Shorecrest Drive, Altamonte Springs, FL 32701

- Begin by heading east toward Jeff Fuqua Blvd (0.5 Miles)
- Keep RIGHT at the fork, follow signs for FL-436/Florida 528 Toll and merge onto Jeff Fuqua Blvd. (0.8 Miles)
- Keep LEFT to continue on S Semoran Blvd. (6.4 Miles)
- Use the RIGHT lane to take the ramp to Downtown/Orlando
- Merge onto FL- 408 W (3.9 Miles)
- Take EXIT 10B to merge onto I-4 E toward Daytona Beach (9.1 Miles)
- Use the RIGHT 2 lanes to take EXIT 92 toward Casselberry (0.3 Miles)
- Merge onto E. Altamonte Drive
- Take immediate LEFT onto Cranes Roost Blvd. (0.4 Miles)
- Follow signs to Embassy Suites on left

Embassy Suites to Sanlando Tennis Park

401 West Highland Street, Altamonte Springs, FL 32714

- Begin by heading southwest toward Oyster Bay Drive
- Follow Oyster Bay Drive to E Altamonte Drive (0.2 Miles)
- Turn RIGHT onto E Altamonte Drive
- Continue onto W State Road 436
- Turn RIGHT onto Douglas Ave (0.7 Miles)
- Turn LEFT onto W Central Pkwy (0.4 Miles)
- Turn RIGHT onto Laura Ave (0.2 Miles)
- Turn LEFT onto W. Highland Street (0.3 Mile)
- At the very end of the block, arrive at Sanlando Park on the RIGHT

Embassy Suites to Orlando International Airport

Estimated Travel Time: 40 min.

- Begin by taking I-4 W (0.8 Miles)
- Follow I-4 W and FL-408 E to Lake Underhill Rd (13.6 Miles)
- Take EXIT 14 from FL-408 E
- Continue to follow SR – 436 [Semoran Blvd.] will lead directly to the Airport (8.2 Miles)