



# ***PARTICIPANT 2024-25 MANUAL***

May 5, 2025

Dear Participants:

Congratulations on advancing to the 2025 NCAA Division II Men's and Women's Tennis Championships that will be held May 20-25 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,

*Josh Cobble*

NCAA Division II Men's and Women's Tennis Committee Chair

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## NCAA DIVISION II MEN'S AND WOMEN'S TENNIS

### HOST PERSONNEL

<b>TOURNAMENT MANAGER:</b>	Name: Title Organization: Street: City, St, Zip: E-Mail:	Elizabeth Caldarelli Director of Business Development & Events Greater Orlando Sports Commission 400 W. Church Street, Suite 205 Orlando, FL 32801 <a href="mailto:ecaldarelli@greaterorlandosports.com">ecaldarelli@greaterorlandosports.com</a> OFFICE: (407) 648-4900
<b>PROMOTIONS/MARKETING DIRECTOR:</b>	Name: Title: Organization: Street: City, St, Zip: E-Mail:	Elizabeth Caldarelli Director of Business Development & Events Greater Orlando Sports Commission 400 W. Church Street, Suite 205 Orlando, FL 32801 <a href="mailto:ecaldarelli@greaterorlandosports.com">ecaldarelli@greaterorlandosports.com</a> OFFICE: (407) 648-4900
<b>SPORTS INFORMATION CONTACT:</b>	Name: Title: School: Street: City, St, Zip: E-Mail:	Phil Chinnery Director of Athletic Communications Rollins College 1000 Holt Ave Winter Park, FL 32789 <a href="mailto:Pchinnery@rollins.edu">Pchinnery@rollins.edu</a> OFFICE: (407) 646-2661
<b>HOST INSTITUTION CHAMPIONSHIP DEDICATED INTERNET SITE:</b>	Web Addresses:	<a href="https://greaterorlandosports.com/2024/10/11/2025-ncaa-dii-tennis-championships/">https://greaterorlandosports.com/2024/10/11/2025-ncaa-dii-tennis-championships/</a> <a href="https://www.ncaa.com/sports/tennis-women/d2">https://www.ncaa.com/sports/tennis-women/d2</a> <a href="https://www.ncaa.com/sports/tennis-men/d2">https://www.ncaa.com/sports/tennis-men/d2</a>
<b>FACILITY MANAGER:</b>	Name: Title: Organization: Street: City, St, Zip: E-Mail:	Stephanie Kunz Recreation Facility Manager Sanlando Park 401 West Highland Street Altamonte Springs, FL 32714 <a href="mailto:skunz@seminolecountyfl.gov">skunz@seminolecountyfl.gov</a> OFFICE: (407) 665-2100
<b>SOUVENIR CONCESSIONS MANAGER:</b>	Name: Title: Organization: Street: City, St, Zip: E-Mail:	Elizabeth Caldarelli Director of Business Development & Events Greater Orlando Sports Commission 400 W. Church Street, Suite 205 Orlando, FL 32801 <a href="mailto:ecaldarelli@greaterorlandosports.com">ecaldarelli@greaterorlandosports.com</a> OFFICE: (407) 648-4900
<b>FOOD CONCESSIONS COORDINATOR:</b>	Name: Title: Organization: Street: City, St, Zip: E-Mail:	Stephanie Kunz Recreation Facility Manager Sanlando Park 401 West Highland Street Altamonte Springs, FL 32714 <a href="mailto:skunz@seminolecountyfl.gov">skunz@seminolecountyfl.gov</a> OFFICE: (407) 665-2100
<b>DRUG-TESTING SITE COORDINATOR:</b>	Name: Title: Organization: Street: City, St, Zip: E-Mail:	Courtney Butler Sports Medicine Supervisor Orlando Health 1414 Kuhl Avenue Orlando, FL 32806 <a href="mailto:Courtney.Butler@orlandohealth.com">Courtney.Butler@orlandohealth.com</a> CELL: (407) 775-0250

# NCAA DIVISION II MEN'S AND WOMEN'S TENNIS

## COMMITTEE ROSTER 24 - 25

<b>Ms. Jaime Browne</b> Associate Commissioner Central Intercollegiate Athletic Association 4100 Carmel Road Charlotte, North Carolina 16546 Phone: 704-910-2133 Cell: 980-384-8461 Email: <a href="mailto:jbrowne@theciaa.com">jbrowne@theciaa.com</a> Term Expires: August 2028	<b>Atlantic Region</b>	<b>Ms. Madeline Simmons</b> <b>Region</b> Senior Associate Assistant Director of Compliance Missouri Western State University 4525 Downs Dr _ GISC St. Joseph, Missouri 64507 Phone: 816-271-5926 Cell: 816-271-5926 Email: <a href="mailto:msimmons21@missouriwestern.edu">msimmons21@missouriwestern.edu</a> Term Expires: August 2028	<b>Central</b>
<b>Ms. Stefanie Whitby</b> <b>Region</b> Director of Athletics Wilmington University 320 North duPont Highway New Castle, New Delaware 19720 Phone: 302-356-2469 Cell: 610-850-1308 Email: <a href="mailto:stefanie.a.whitby@wilmu.edu">stefanie.a.whitby@wilmu.edu</a> Term Expires: August 2026	<b>East</b>	<b>Mr. Jon Coles</b> <b>Region</b> Faculty Athletics Representative Grand Valley State University 4421 Kindschi Hall of Science Allendale, Michigan 49401 Phone: 231-250-4082 Cell: 231-250-4082 Email: <a href="mailto:colesj@gvsu.edu">colesj@gvsu.edu</a> Term Expires: August 2028	<b>Midwest</b>
<b>Ms. Adrienne Singletary</b> <b>Region</b> Assistant Director of Athletics Coker University 300 E. College Ave Hartsville, South Carolina 29550 Phone: 803-316-1006 Cell: 803-316-1006 Email: <a href="mailto:asingletary@coker.edu">asingletary@coker.edu</a> Term Expires: August 2028	<b>Southeast</b>	<b>Mr. Josh Cobble-chair</b> <b>Central Region</b> Head Tennis Coach Cameron University 2800 W. Gore Boulevard Lawton, Oklahoma 73505 Phone: 580-581-2354 Cell: 620-446-0534 Email: <a href="mailto:jcobble@cameron.edu">jcobble@cameron.edu</a> Term Expires: August 2026	<b>South</b>
<b>Ms. Christi Wade</b> Associate A.D. for Compliance University of West Alabama UWA Station 5 Livingston, Alabama 35470 Phone: 813-714-9970 Cell: 205-652-3340 Email: <a href="mailto:cwade@uwa.edu">cwade@uwa.edu</a> Term Expires: August 2027	<b>South Region</b>	<b>Mr. Spencer Shamo</b> <b>Region</b> Assistant Athletics Director Dominican University of California 1402 Gold Way Rohnert Park, California 94928 Phone: 415-847-6395 Cell: 415-847-6395 Email: <a href="mailto:spencer.shamo@domincan.edu">spencer.shamo@domincan.edu</a> Term Expires: August 2028	<b>West</b>
<b>NCAA Championships Manager</b> <b>Lindsey Eldred</b> NCAA P.O. Box 6222 Indianapolis, Indiana 46206 Office: (317) 917-6747 Cell: (317) 917-6747 E-mail: <a href="mailto:lredred@ncaa.org">lredred@ncaa.org</a>		<b>NCAA Assistant Coordinator</b> <b>Dallas Woods</b> NCAA P.O. Box 6222 Indianapolis, Indiana 46206 Office: (317)-917-6129 Cell: (317)-917-6129 E-mail: <a href="mailto:dwoods@ncaa.org">dwoods@ncaa.org</a>	

## CHECKLIST

- Contact Short's Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 500 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 prior to making any travel arrangements. All travel policies, including information on travel party numbers, are located on the [NCAA website](#).
- By **5 p.m. ET, Thursday, May 15**. Both men's and women's tennis teams need to contact the team hotel and book their hotel rooms. Lodging information is located on page 8.
- By **5 p.m. ET, Thursday, May 15**. Submit tennis travel party pronunciation [here](#).
- By **5 p.m. ET, Thursday, May 15**. Submit Elite 90 Award nomination [here](#).
- By **5 p.m. ET, Thursday, May 15**. Submit senior-administrator credential requests [here](#). Please refer to page 13 to see who qualifies to request credentials.
- Email all media requests and statistics to Michael Pierce ([mpierce1@rollins.edu](mailto:mpierce1@rollins.edu)) by **5 p.m. Eastern time Thursday, May 15**.
- If interested, preorder shirts through Event 1, Inc., online at <http://event1teamstore.com> by **10 p.m. Central time, Sunday, June 1**. Institutions placing orders by the deadline will have their orders shipped directly to their campuses within four weeks after competition is complete

## 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 the last practice or match. The athletic trainers will be fully equipped with heat packs and ice.

### Trainer Hours:

Monday, May 19: 11am – 4pm  
Tuesday, May 20: 7am – 6pm  
Wednesday, May 21: 7am – 7pm  
Thursday, May 22: 8am – 1:00pm  
Friday, May 23: 8am – 1:00pm  
Saturday, May 24: 8am – 5:00pm  
Sunday, May 25: 8am – 1:00pm

### 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 given to the National Championship, National Runner-up, and 2 semifinalist teams. Team awards include – two semifinalist trophies (with 11 mini-trophies to each semifinalist team), 1 National Runner-Up trophy (with 11 runner-up mini trophies), 1 National Championship trophy (with 11 national champion mini-trophies and Awards will be presented by the NCAA Division II Men's and Women's Tennis Committee following the semifinals and finals at the hitting courts across from Court 6.

## **COMMUNITY ENGAGEMENT**

All Division II championships will provide community engagement experiences for participating student- athletes and coaches. As a key part of Division II's strategic position, community engagement emphasizes the relationship of athletics in strengthening communities.

Division II's unique approach to community not only connects athletics with outreach opportunities but also brings communities inside the division's championship experience. Division II is committed to developing student-athletes and communities by actively engaging in shared experiences. The objective of community engagement is to build relationships by bringing communities to experience Division II events.

For more information or if you have any questions, contact Jill Wilson at [jwilson@ncaa.org](mailto:jwilson@ncaa.org) or call 717-360-3556.

## **BANQUET**

**NCAA Championships Welcome Reception**  
**Monday, May 19<sup>th</sup>, 6:30p.m. - 8:30p.m.**

Topgolf Lake Mary  
1010 Greenwood Blvd  
Lake Mary, FL 32746

**Parking and Entry:** Ample parking is available at Topgolf for team vans. Please enter the venue through the front patio. Teams will have access to the outdoor patio area, tv/game lounge, and First Level Tee Line.

**Admission:** The welcome reception is open to members of the official travel party, which is a maximum of eleven (11). Tickets can be purchased upon arrival for additional coaches, student-athletes, or administrators in attendance. Credit cards are the preferred method of payment. Checks must be payable to the Greater Orlando Sports Commission.

**Attire:** Please advise your student-athletes that attire is team apparel like shorts and T-shirts.

**Menu:** Smokehouse BBQ: Sliced Beef Brisket and Grilled Chicken Breast with BBQ mop sauce, Cheddar Mac n' Cheese, Buttered Green Beans with Peppers and Onions, House Salad, Jalapeno Cornbread and Honey Butter, Vegetarian Menu: Spinach Artichoke Dip, Charred Broccoli and Cauliflower, Mac n' Cheese, Buttered Green Beans with Peppers and Onions, House Salad, Dessert: Lemon Bars, Injectable Donut Holes. Beverages: Fountain Soda, Iced Tea, Coffee and Water

**Each team should occupy no more than one (1) bay on the First Level Tee Line.**

## **CREDENTIAL PICK-UP**

Head coaches can pick up their official travel party credentials, Powerade bottles, and participant gifts at racquet Ball Court #2, one hour prior to your first day of practice.

## **CHAMPIONSHIPS COACHES MEETING**

**The NCAA coaches meeting will be held virtually on Wednesday, May 14, at 1 p.m. Eastern.** A Microsoft Teams link will be provided to all teams in advance of the call. All head coaches are required to attend.

## **DRUG TESTING**

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

The WADA laboratory analyzes each urine specimen for substances and related compounds from a list of banned-drug classes developed by the NCAA Executive Committee. Refer to the 2024-25 NCAA Drug-Testing Program booklet on the [NCAA website](#) for the published list of banned drug classes and the procedural guidelines for testing. Athletic administrators are urged to review the NCAA Drug Education and Testing video, the NCAA Banned Drug Classes List as well as the NCAA Drug-Testing Program booklet with all coaches and student-athletes in advance of 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 of the standard championship protocol (e.g., national record, world junior record, etc.), the cost associated with such a drug test will be the responsibility of the tested student-athlete's institution.***



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

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

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

## EMERGENCY EVACUATION PLAN

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

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

## GAME BALLS

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

## 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.

### Hospitality Hours:

Monday, May 19: 11am – 4pm  
Tuesday, May 20: 7am – 7pm  
Wednesday, May 21: 7am – 7:00pm  
Thursday, May 22: 8am – 1:00pm  
Friday, May 23: 8am – 1:00pm  
Saturday, May 24: 8am – 5:00pm  
Sunday, May 25: 8am – 1:00pm

## LAUNDRY SERVICE

The Hilton Orlando/Altamonte Springs has onsite laundry machines. The hotel also offers additional laundry services for participating teams. Please check with the front desk for policies, costs, and the availability of laundry service.

## LODGING

This year's team hotel is the Hilton Orlando, Altamonte Springs, and each team can reserve up to seven rooms per team (5 doubles for student-athletes, 2 kings for coaching staff). When making your reservation, please identify which rooms will be designated for student-athletes and which will be assigned to coaches. Additional rooms may be available after all teams have made housing arrangements but are not guaranteed. Institutions are responsible for contacting the 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.

It is mandatory for participating institutions to stay at the designated team hotel.

**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 championship. The reservations' cut-off date is Thursday, May 15.**

### **Team Host Hotel:**

Hilton Orlando/Altamonte Springs  
350 S. Northlake Blvd.  
Altamonte Springs, FL 32701  
Phone: (407) 830-1985  
Contact: Randi Grisham

## MEDIA INFORMATION

Upon selection of 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:** Phil Chinnery (pchinnery@rollins.edu) or Michael Pierce (mpierce1@rollins.edu)

**Media Credentials:** All media interested in covering the 2025 NCAA Division II Men's and Women's Tennis Championships should submit a request to Phil Chinnery or Michael Pierce by

**Thursday, May 15<sup>th</sup> 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](http://www.ncaa.com).

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

## **MERHCANDISE**

Official tournament merchandise will be available to your teams and fans throughout the championships. The merchandise booth is located at the main entrance of Sanlando Park. Cash and card will be accepted as payment.

### **Merchandise Hours:**

**Monday, May 19:** 11:30am – 3:30pm

**Tuesday, May 20:** 10am – 5pm (or conclusion of final match, whichever is earlier)

**Wednesday, May 21:** 10am – 5pm (or conclusion of final match, whichever is earlier)

**Thursday, May 22:** 10am – 1:00pm (or conclusion of final match, whichever is earlier)

**Friday, May 23:** 10am – 1:00pm (or conclusion of final match, whichever is earlier)

**Saturday, May 24:** 10am – 3:00pm (or conclusion of final match, whichever is earlier)

**Sunday, May 25:** 10am – 1:00pm (or conclusion of final match, whichever is earlier)

Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., the official souvenir merchandiser for the NCAA, by 10 p.m. Central time, Sunday, June 1. Institutions placing orders by the deadline will have their orders shipped directly to their campuses within four weeks after competition is complete.

## **OFFICIALS**

Officials are selected by the NCAA Division II Men's and Women's Tennis Committee and are supervised throughout the tournament by the co-chief umpires. The co-chief umpires 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 the participants by refraining from playing loud music once entering the park.

## PARTICIPANT GIFTS

The NCAA will provide a student-athlete memento for participants in NCAA championship competition. These mementos will be provided onsite at the championship for the members of the official travel party. If a team would like to purchase additional student-athlete mementos for their team, information is provided in the appendices of this manual.

## PARTICIPANT ENTRANCE

The participating entrance can be utilized by using the main parking lot off West Highland Street.

## PLAYER INTRODUCTION

Competing teams and doubles line-ups will be introduced by the public address announcer during the warm-up period before each match begins. Please be sure to complete and send the travel party pronunciation form ([click link here](#)) by 5 p.m. Eastern on Thursday, May 15.

## PRE-MATCH

**NOTE:** Courts must be cleared immediately following the conclusion of each match.

Clock Time	Event
65:00	Warmups begin.
15:00	Introduction of teams followed by doubles line-ups.
5:00	National Anthem (only if first match of the day)
5:00	Warm-ups end/final instructions.
0:00	Matches begin.

If matches fall behind schedule, the schedule below will be used to guarantee the 30-minute warm-up with real times being adjusted as necessary.

Clock Time	Event
35:00	Pregame warmup.
15:00	Introduction of teams followed by doubles line-ups.
5:00	National Anthem (only if first match of the day).
5:00	Warm-ups end/final instructions.
0:00	Matches begin.

## PRACTICE SCHEDULE AND POLICIES

### Practice policies:

Practice times and courts will be assigned according to the brackets and seeding. Practice time frames can be found in the Schedule of events on page 14. **Practice on the competition courts is not permitted outside of scheduled assignments.** Practice balls must be provided by the participating teams and individuals.

Men's team practices will take place between noon and 3:00 p.m. Eastern Time on Monday, May 19 at Sanlando Park, the day prior to competition. Courts will be available to men's competing student-athletes only. Courts and times will be assigned by the committee following selections and advancements.

Women's team practices will take place between 3:00 p.m. and 6:00 p.m. Practices cannot start before the men's first round of competition concludes on Tuesday, May 20. The committee will communicate with women's coaches if practices need to be pushed back due to the men's first round matches. Courts will be available to women's competing student-athletes only. Courts and times will be assigned by the committee following selections and advancements.

**Championships Site:**

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

**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: Nicolette Rodriguez

**Red Bug Lake Park**

3600 Red Bug Lake Road  
Casselberry, FL 32707  
(407) 665-2190  
Contact: Emily-Jane McDonald

**RACQUET STRINGING**

Racquet stringing will be available on site at Sanlando Park for \$20 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) 690-1803. **Payment must be cash or check.** Make checks payable to Stan Aranda.

**REGISTRATION**

The lineup for championship play is submitted to the referee during the mandatory administrative meeting on Monday, May 19. The lineup must consist of:

1. Student-athletes listed on the official NCAA lineup form submitted no later than Sunday, May 4.
2. A minimum of six players present and physically capable of competing.
3. A maximum of nine players, including any doubles specialists.

Teams that advance to the championship will be allowed to change their lineup. Their nine student-athletes can be different from the nine who played in the regionals, as long as they are part of the 12 student-athletes listed on the team's original lineup form from regionals. Any student-athlete listed on a lineup must have been listed on the team's original lineup form.

**The lineup challenge process for the final site will follow this timeline (all times Eastern)**

Initial lineups for the teams selected to the men's and women's championships will be posted on the NCAA's website no later than 30 minutes after the completion of the women's selection show, Monday, May 5.

**Replacement/Substitutions.** Each round, the team's lineup is as listed in its master lineup. The referee must be notified of any changes to this master lineup before the start of play for the affected match(es). If the referee has not been informed of the lineup change, the affected match(es) are defaulted.

Head coaches are required to inform the referee of any changes in the lineups at the required time under ITA rules. A substitution can only be made in the lineup following ITA rules. In such cases, the lineup must remain consistent with ITA rules in order of strength, with student-athletes moving up in singles according to the team's approved lineup. For doubles competition, any replacement is a straight-line substitution. The three doubles teams must remain in order of strength consistent with ITA rules.

In doubles, a coach may direct-line substitute for one sick/injured player on a doubles team as long as the teams are placed in order of ability. The opposing coach may protest a doubles lineup if they feel the teams are not in order before the start of the match. The on-site games committee, in consultation with the NCAA Division II Men's and Women's Tennis Committee, will have final ruling on all on-site protests.

**Direct-Line Substitution Rule.** A direct-line substitution is the removal of ONE of the two players on a doubles team. That player is replaced by a player NOT in the top three positions of the doubles lineup. Once the new player has been inserted, per above, the teams MAY be reordered to reflect the new order of strength. Removal of two players from the same doubles position in a doubles lineup (regardless of timing) DOES NOT allow for a direct-line substitution of both players on the same doubles position/team.

Instead, that team is removed and the doubles teams listed that that team would move up (much like when a singles player is removed). If there is no #4 team listed, that team would forfeit the #3 position. The games committee has the right to review and, if necessary, overrule a coach's decision regarding a lineup change, based on the ability of the players and matches during the season.

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

## 2025 NCAA DIVISION II MEN'S AND WOMEN'S TENNIS CHAMPIONSHIPS

### SCHEDULE OF EVENTS

Event	Date	Time	Site
Final Site Participant Call	Wednesday, May 14	1:00 pm	Virtual – link will be sent after regionals
Teams Arrive	Sunday, May 18 or Monday, May 19	All day	Sanlando Park
Men's Practice	Monday, May 19	Noon-1:25pm 1:30pm-2:55pm	Sanlando Park
Championship Banquet	Monday, May 19	6:30 p.m.	TopGolf
Men's Matches (4)	Tuesday, May 20	8 a.m.	Sanlando Park
Men's Match	Tuesday, May 20	Noon	Sanlando Park
Women's Practice	Tuesday, May 20	3 p.m. – 4:25 p.m.	Sanlando Park
Women's Practice	Tuesday, May 20th	4:30 p.m. – 5:55 p.m.	Sanlando Park
Women's Matches (4)	Wednesday, May 21	8 a.m.	Sanlando Park
Women's Matches (4)	Wednesday, May 21	Noon	Sanlando Park
Men's Matches (4)	Wednesday, May 21	3 p.m.	Sanlando Park
Women's Matches (4)	Thursday, May 22	9 a.m.	Sanlando Park
Men's Matches (2)	Friday, May 23	9 a.m.	Sanlando Park
Women's matches (2)	Saturday, May 24	9 a.m.	Sanlando Park
Men's championship and award ceremony	Saturday, May 24	1 p.m.	Sanlando Park
Women's Championship and award ceremony	Sunday May 25th	9 a.m.	Sanlando Park

### SENIOR-LEVEL ADMINSTRATOR CREDENTIALS

If senior level administrators from participating institutions wish to request additional credentials, they must complete the online credential request form [here](#). These need to be submitted by Thursday, May 15 at 5 p.m. Eastern

The following individuals are eligible to request administrator credentials:

- President (or designee) and guest.
- Director of Athletics (or designee) and guest.
- Conference Commissioner (or designee) and guest.
- Faculty athletics representative.
- Senior Woman Administrator.

## **SQUAD AND BENCH SIZE**

The squad/bench size is strictly limited to those in the designated travel party. No additional personnel will be allowed within the competition area.

## **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 2025 NCAA Division II Men's and Women's Tennis Pre-Championship Manual for additional information.

## **VIDEOTAPING**

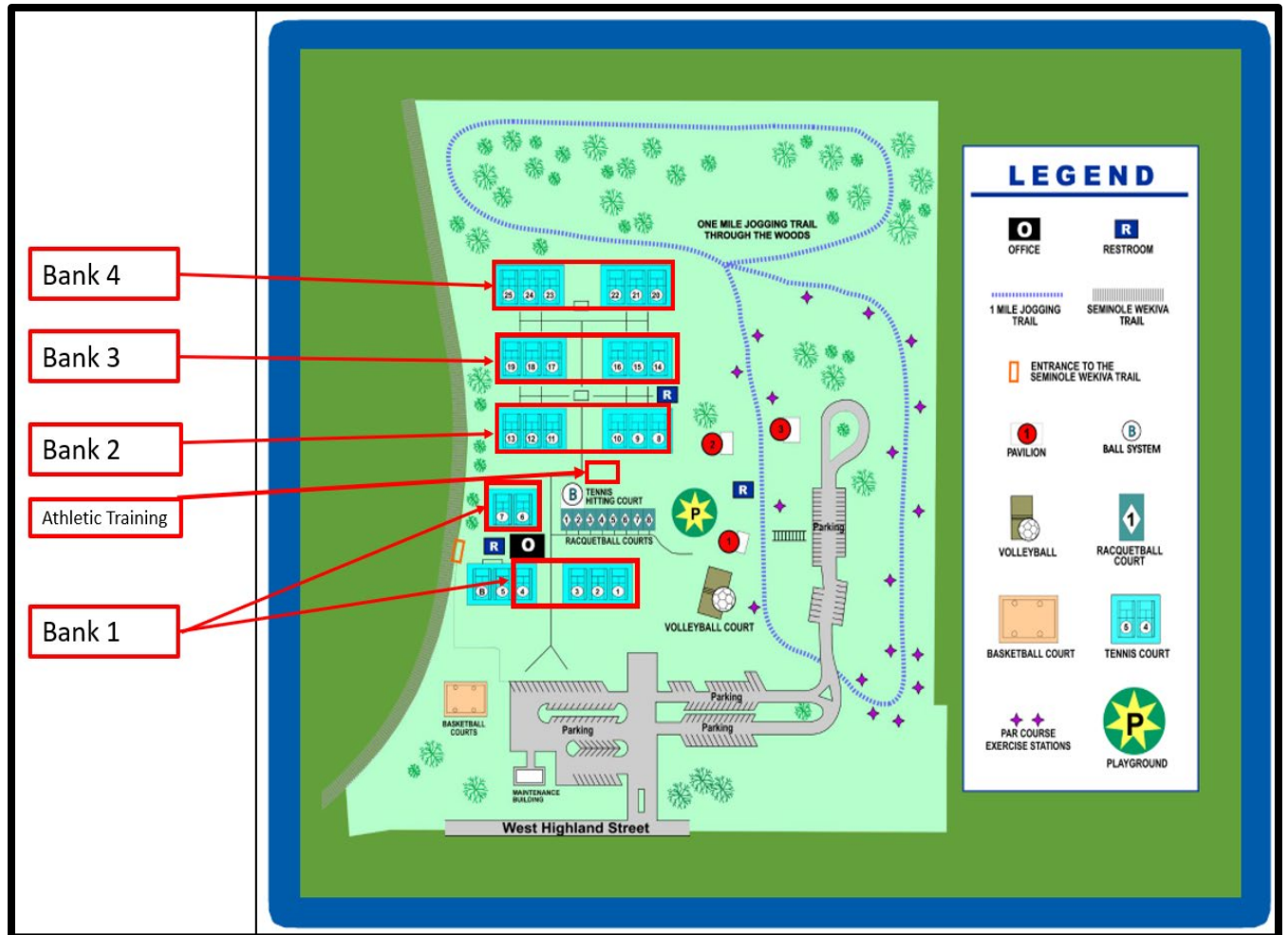
Institutions are permitted to videotape championships competition by their teams for archival coaching or instructional purposes. Each institution is permitted to use one camera and videotape only that portion of the competition in which it participates. **The videotape may not be used for any commercial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



# Appendices

## Appendix A

### MAP OF SANLANDO PARK



## Appendix B -Singles and Doubles Court Layout



## CONGRATULATIONS ON YOUR TEAMS' SUCCESS!

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



### **HOW TO PURCHASE ADDITIONAL STUDENT-ATHLETE MEMENTOS FOR YOUR TEAM**

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

1. Navigate to <https://ncaa-champ-mementos.myshopify.com/> OR scan the QR code on this page.
2. Enter the password: **DIIGIFT25**
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.



Please note that the site will close 2 weeks after the championship.

### **Questions?**

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