



2019 DIVISION III
TENNIS
CHAMPIONSHIPS
KALAMAZOO, MI • Kalamazoo College, Host

PARTICIPANT
2018-19 MANUAL

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Tournament Contact Information

Championship Site

Stowe Stadium, Kalamazoo College
1200 Academy St Kalamazoo, MI 49006
Phone: 269 337 5793
<http://hornets.kzoo.edu/ncaa/2013tennis/index>

Sorensen Courts, Western Michigan

Tournament Directors

- **Mark Murphy**
Women's Tennis Coach
Kalamazoo College
Phone: 269 337 5793 (office)
mmurphy@kzoo.edu
- **Paul Ballard**
Tennis Tournament Manager
Phone: 269 352 5903
prballard@gmail.com

Tournament Personnel

- **Mark Riley**
Men's Tennis Coach
Kalamazoo College
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Mriley@kzoo.edu
- **Tim Young**
Director of Security
Kalamazoo College
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- **Darren Potkey**
Head Official
Phone: 404/256-9543
potkey@ustageorgia.com
- **Darrell Davies**
Assistant Referee/Chief Umpire

NCAA Championships Staff

- **Anjellica Rospond Peck** (women's)
Phone: 317-917-6075
Cell: 317-403-2738
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arospond@ncaa.org
- **Zach Christopher** (men's)
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- **JoAnn Nester** (men's)
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jnester@ncaa.org

NCAA Division III Men's Tennis Committee

- **Atlantic South**
Marty Perry
Director of Tennis
Virginia Wesleyan University
757-969-8229 (office)
Mperry1@vwc.edu
- **Northeast**
Patrick Summers, chair
Commissioner
New England Women's and Men's Ath. Conf
732-586-5922 (office)
patrick@newmacsports.com
- **Central**
Mark Riley
Men's Tennis Coach
Kalamazoo College
269 337-7079 (office)
mriley@kzoo.edu
- **West**
Steve Bickman
Head Men's Tennis Coach
909 621 8427 (office)
Steve.bickman@pomona.edu

NCAA Division III Women's Tennis Committee

- **Atlantic South**
Conchie Shackelford
Head Women's Tennis Coach
University of the South (Sewanee)
931 598 3310
cshackel@sewanee.edu
- **Northeast**
Christopher Colvin
Director of Athletics
Nichols College
864-567-1676 (office)
Christopher.colvin@nichols.edu
- **Central**
Jon Carlson
Women's Tennis Coach
Gustavus Adolphus College
507-933-7694 (office)
carlson@gac.edu
- **West**
Jennifer Dubrow, chari
Executive Director
Southern California Intercollegiate Ath. Conf
949-563-6434 (office)
jdubrow@thesciac.org

Section 1 - Schedule of Events

SUNDAY, MAY 19	
9 a.m. – 5 p.m.	Practice at Stowe Stadium at Kalamazoo College and Sorensen Courts at WMU
6 p.m.	Coaches Meeting – Immediately prior to the banquet
6:30 p.m.	Team Banquet (Teams & Coaches Only) at Cityscape Event Centre
MONDAY, MAY 20	
8:30 a.m.	Women's Quarterfinal Matches @ Stowe Stadium & Sorensen Courts
11:00 a.m.	Women's Quarterfinal Matches @ Stowe Stadium & Sorensen Courts
2:00 p.m.	Men's Quarterfinal Matches @ Stowe Stadium & Sorensen Courts
4:30 p.m.	Men's Quarterfinal Matches @ Stowe Stadium & Sorensen Courts
TUESDAY, MAY 21	
ALL MATCHES PLAYED AT STOWE STADIUM / KALAMAZOO COLLEGE	
9 a.m. – 5 p.m.	Practice Sorensen Courts at WMU
8:30 a.m.	Women's Semi-Final @ Stowe Stadium (<i>Awards Presentation immediately following matches</i>)
11:00 a.m.	Women's Semi-Final @ Stowe Stadium (<i>Awards Presentation immediately following matches</i>)
2:00 p.m.	Men's Semi-Final @ Stowe Stadium (<i>Awards Presentation immediately following matches</i>)
4:30 p.m.	Men's Semi-Final @ Stowe Stadium (<i>Awards Presentation immediately following matches</i>)
WEDNESDAY, MAY 22	
ALL MATCHES PLAYED AT STOWE STADIUM / KALAMAZOO COLLEGE	
9 a.m. – 5 p.m.	Practice Sorensen Courts at WMU
10:00 a.m.	Women's Championship Match (<i>Awards Presentation - Immediately following the match</i>)
3:00 p.m.	Men's Championship Match (<i>Awards Presentation - Immediately following the match</i>)
Not Before 5 p.m.	Draws for Individual Championships
THURSDAY, MAY 23	
REST DAY	
9 a.m. – 5 p.m.	Practice at Stowe Stadium at Kalamazoo College and Sorensen Courts at WMU
6 p.m.	Coaches Meeting – Immediately prior to the banquet
6:30 p.m.	Individual Banquet (Individuals and Coaches Only) at the Radisson Plaza Hotel
FRIDAY, MAY 24	
8 a.m. – 5 p.m.	Practice Courts: Markin and Sorensen Courts at WMU
9 a.m.	Women's Round of 32 Singles at Stowe Stadium (KZOO) and Sorensen Courts (WMU)
Not Before 11 a.m.	Men's Round of 32 Singles at Stowe Stadium (KZOO) and Sorensen Courts (WMU)
Not Before 1 p.m.	Women's Round of 16 Singles at Stowe Stadium (KZOO)
Not Before 2:30 p.m.	Men's Round of 16 Singles at Stowe Stadium (KZOO)
Not Before 3 p.m.	Women's Round of 16 Doubles at Stowe Stadium (KZOO)
Not Before 4 p.m.	Men's Round of 16 Doubles at Stowe Stadium (KZOO)
SATURDAY, MAY 25	
ALL MATCHES PLAYED AT STOWE STADIUM / KALAMAZOO COLLEGE	
8 a.m. – 5 p.m.	Practice Courts: Markin and Sorensen Courts at WMU
9 a.m.	Women's Singles Quarterfinals
10:30 a.m.	Men's Singles Quarterfinals
Not Before 1 p.m.	Women's Singles Semifinals
	<i>Awards Presentation - Immediately following the match</i>
Not Before 2:30 p.m.	Men's Singles Semifinals
	<i>Awards Presentation - Immediately following the match</i>
Not Before 3 p.m.	Women's Doubles Quarterfinals
Not Before 4:30 p.m.	Men's Doubles Quarterfinals
SUNDAY, MAY 26	
ALL MATCHES PLAYED AT STOWE STADIUM / KALAMAZOO COLLEGE	
12 p.m.	Men's and Women's Singles Finals
	<i>Awards Presentation - Immediately following the match</i>
Not Before 1:30 p.m.	Men's and Women's Doubles Semifinals
	<i>Awards Presentation - Immediately following the match</i>
Not Before 3 p.m.	Men's and Women's Doubles Finals
	<i>Awards Presentation - Immediately following the match</i>

Section 2 – Participant Checklist

Monday, May 13

- _____ Deadline to submit institution colors and institution logo (AI or EPS format) to Mark Murphy (mmurphy@kzoo.edu) no later than 5 p.m. Eastern time. (Refer to Section 4.)
- _____ Deadline to submit Banquet Videos and Photos to Steve Wideen (swideen@kzoo.edu) is Noon Eastern time. (Refer to Section 5.)

Tuesday, May 14

- _____ **Deadline to make hotel reservations at the designated hotel is 5 p.m. Eastern time. (Refer to Section 10.)**
- _____ Attend the participating team teleconference at 1 p.m. Eastern time with tournament host, NCAA committees and NCAA staff – 866-590-5055, access code 4610545. An agenda will be emailed out to teams no later than Monday, May 13.
- _____ Deadline to submit a nomination for student-athlete speakers at the team banquet are due to Anjellica Rospond (arospond@ncaa.org) by 5 p.m. Eastern time and should include the name of the student athlete, institution and justification for nomination. (Refer to Section 5.)

Wednesday, May 15

- _____ **Deadline to submit a nomination for the NCAA's Elite 90 award are due no later than 5 p.m. Eastern time. (Refer to Section 15.)**
- _____ Attend the participating individuals teleconference at 1 p.m. Eastern time with tournament host, NCAA committees and NCAA staff. 866-590-5055, access code 4610545. An agenda will be emailed out to individuals no later than Monday, May 13.
- _____ Pre-order final site championship merchandise by going to <http://www.event1teamstore.com>. All orders must be placed no later than 10 p.m. Central time. (Refer to Section 14.)

Sunday, May 19

- _____ **Team Check In**
Check in location: Stowe Stadium
Check in time: All Day / Teams will coordinate with Mark Murphy and Paul Ballard on their arrival

Thursday, May 23 Individuals Check In

- _____ **Individuals Check In**
Check in location: Stowe Stadium
Check in time: 11-5 pm

Post-Championship

- _____ Deadline to complete the Final Site Championship Evaluation is Friday, June 3 at 5 p.m. Eastern time. Evaluations will be initiated by the NCAA staff via email following each site. (Refer to Section 7.)
- _____ Place order for participant mementos through PPI Sports, Inc. (Refer to Section 15.)
- _____ Deadline to submit reimbursement requests is Tuesday, July 12. (Refer to Section 8.)

Section 3 – Championship Websites

2019 NCAA Division III Men's and Women's Tennis Championship Host Site:

<https://hornets.kzoo.edu/tournaments/tennis/2018-19/index>

NCAA Division III Men's Tennis Championship: www.ncaa.com/championships/tennis-men/d3

NCAA Division III Women's Tennis Championship: www.ncaa.com/championships/tennis-women/d3

Division III Men's and Women's Tennis Championship Documents and Resources:
www.ncaa.org/championships/division-iii-mens-and-womens-tennis

Section 4 – Participant Information

All pertinent information is provided to the participating teams/individuals by the host upon check-in at Stowe Stadium.

Logos

All participating teams and individuals must submit their institution logo and colors to Mark Murphy (mmurphy@kzoo.edu) for use on the scoreboard and facility signage no later than **5 p.m. Eastern time on Monday, May 13**. Logos should be sent as Adobe Illustrator or EPS format. Please indicate the team name in the subject line of the email.

Credentials

Credential terms and conditions can be found at www.ncaa.com/content/credential-terms-and-conditions. These conditions will be printed on the back of the credential and posted.

Team. An issued credential may not be given to another team member or individual. The maximum number of credentials are as follows:

Credentialed Participating Student-Athletes	Non-Athletes receiving Credentials
Up to 9	2

Individuals. Credentials will be issued to all participating individuals. Credentials will be issued to non-athletes based on the below distribution.

Credentialed Participating Student-Athletes	Non-Athletes receiving Credentials
1-5	1
6-10	2

Section 5 - Banquets and Hospitality

Team Banquet

The team banquet will begin with team photos **Sunday, May 19 at 6:00 p.m. Eastern time** at the Cityscape Event Centre. The team banquet program will begin at 6:30 p.m. This banquet is for student-athletes and coaches only (travel party of 11). Attire for the banquet is sport coat and slacks for men, skirt or dress slacks for women. Team photos will be taken from 6-6:30 p.m. during the coaches meeting. More details will be discussed during the conference call.

Student-Athlete Speeches. One male and one female student-athlete from qualifying teams will be invited to present about their collegiate playing experience. Each participating team has the opportunity to nominate one student-athlete from their team. The Division III Tennis Committees will make the final selection of one male and one female student-athlete based upon the nominations received. The deadline to submit a nomination including the name of the student athlete, institution and justification for nomination is **5 p.m. Eastern Time on Tuesday, May 14** to arospond@ncaa.org.

Speeches are limited to two minutes and must be limited to the following:

- Simply put, in 2-3 sentences describe your school to others so that they will have an appreciation for your institution and community, the effort that it takes for all teams to get to this point; the work involved (ex: team building, attention to detail, etc).
- Express what it means to you on a personal level to be a student-athlete and team member representing your school, family and hometown in this national tournament event.
- Express thanks to whomever (coaches, teammates, the NCAA) for making this opportunity possible and make sure to wish the other teams/individuals luck at the championship.

Individuals Banquet

The championship banquet will be held on **Thursday, May 23 at 6:30 pm. Eastern time** at the Arcadia Ballroom Radisson Plaza Hotel. This event is for student-athletes participating in the individual singles and/or doubles championships and their coaches only. A required coaches meeting will take place at 6:00 pm at the Radisson Hotel. During the coaches meeting, a photographer will be on site to take pictures of the student-athletes. More details will be discussed during the conference call.

Banquet Videos/Photos. A video for the banquet (team and individual) will be developed to be shown as part of the team banquet program. Please send short video clips and/or photos of qualifying teams, individuals and doubles teams to Steve Wideen at swideen@kzoo.edu. Submissions are due by **Noon Eastern time on Tuesday, May 14** to allow editing time to produce the banquet videos.

Hospitality

There will be a hospitality area for student-athletes located at Stowe Stadium and the Sorensen Courts at WMU. The area will contain beverages and other snacks for student-athletes and coaches between matches. A credential is required for access to the hospitality area.

Section 6 – Drug Testing

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

Participating Institution's Notification

The institutional representative will be notified of drug testing no sooner than two (2) hours prior to the start of the match by the drug-testing crew chief. After the match, a member of the drug-testing crew will provide the institutional representative with the names of the selected student-athletes.

Athlete Notification

Immediately after the match, a member of the drug-testing crew will notify student-athletes selected for drug testing. Each student-athlete will be instructed to read and sign the Team Championship Student-Athlete Notification Form. The notification form will instruct the student-athlete to report to the testing room within 60 minutes, unless otherwise directed by the crew member. An institutional representative must be present in the drug testing venue.

Next Day Testing

If competition begins at 10 p.m. or later (local time), teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than 10 a.m. (local time) at the original test site.

Prolonged Test

If the student-athlete's team must depart the championship prior to a student-athlete completing drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the delay (e.g., hotel, transportation back to campus, etc.), the institution may request reimbursement from the NCAA.

Testing Process

Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, he/she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

Section 7 – Evaluations

NCAA championships are the pinnacle events to provide student-athletes an unparalleled experience in pursuit of excellence. Your feedback will assist us in our desire for continuous improvement in support of this vision. Your survey results will be kept confidential and the results will only be reported in aggregate form. All participating student-athletes and coaches are asked to complete the final round evaluation no later than **Friday, June 3 at 5 p.m. Eastern time**. The online evaluation can be accessed by selecting the following link: Final Site Evaluation.

Section 8 – Expenses and Reimbursement

Per Diem

Team

Each member of the travel party (9 student-athletes, 2 non-athletes) will receive per diem of \$95 for a total of 4 ½ days.

Individual

Each participating individual and their coach will receive per diem of \$95 for a total of 4 ½ days. Any participating individual or coach who also participated in the team competition will receive a total per diem of \$95 per day for a total of 9 days (4 ½ days for team competition and 4 ½ days for individual competition).

Travel Expense System (TES)

Expense reimbursement for participation in the 2018-2019 championships will be filed through the NCAA's online system. The Travel Expense System (TES) can be found online at www.NCAA.org. After logging in to the membership site, click on Championships and then Travel and Reimbursement Information. All competing institutions must request reimbursement through the TES system in order to receive the appropriate reimbursement.

Institutions have 45 days from the end of the championship to submit reimbursement requests. After 45 days have passed, the institution will be reimbursed the minimum amount of per diem allotted and no further reimbursement will be provided. It is therefore, very important to submit your reimbursement request in a timely manner.

Travel Exceptions

Be advised that if extraordinary circumstances may warrant an exception to the Association's guidelines, you must contact the NCAA's travel department for approval PRIOR TO confirming any travel arrangements. Requests for additional per diem can be made through the online reimbursement system. Questions regarding travel policies or requests for assistance can be directed to the travel group at 317-917-6757, or by e-mail at travel@ncaa.org.

Stowe Stadium – Kalamazoo College

Stowe Stadium is an 11 court tennis facility with seating for 5000 spectators. Kalamazoo College has hosted the NCAA Division III National Championship 13 times. Stowe Stadium has also been home to the USTA Boys' 18 and 16 National Championships for 73 years.

Shipping Address

Kalamazoo College
Attention: Mark Murphy
1200 Academy St
Kalamazoo, MI 49006

Admission

There will be no charge for admission at the 2019 NCAA Division III Men's and Women's Tennis Championships.

Parking

Parking for team vans and NCAA staff and committee members will be available in certain designated areas.

Practice Courts

Practice courts are available at the Markin Racquet Center and at WMU. Courts are open for practice before every match and also all day on Sunday, May 19. On Sunday, May 19 all teams will have assigned practice court times and team picture appointments. Teams will be guaranteed a minimum of three courts for a 90-minute block. Please contact Mark Murphy and/or Paul Ballard with arrival details.

Stringing Information

Brian LaPorte from Tennis Connection will be onsite throughout the championship at Stowe Stadium. All racquets will be strung same day or by the start of play the next day. ****If any teams will need several racquets done on arrival please notify Mark Murphy, mmurphy@kzoo.edu, so additional resources can be made available.

- Available:
 - Sunday May 19
 - 2-5 p.m.
 - Monday May 20-Friday May 24
 - 8:15 a.m.-4 p.m.
 - Saturday May 25, and Sunday May 26
 - TBD
- Cost:
 - \$20 Cash
 - \$22 Credit Card

Locker Rooms

Showers and lockers are available at the Anderson Athletic Center and the Kalamazoo College Athletic Fieldhouse. Players should bring their own towels.

Stowe Stadium at Kalamazoo College



Sorensen Courts at Western Michigan University



Indoor Back-Up Courts

Markin Racquet Center at Kalamazoo College

4 Courts

Corner of Academy St and Catherine St

Kalamazoo, MI 49006

YMCA – Maple Street

4 Courts

1001 W. Maple St

Kalamazoo, MI 49008

269 349 5928

YMCA – Portage

3 Courts

2900 Centre St

Portage, MI 49024

West Hills Athletic Club

10 Courts

2001 S 11th St

Kalamazoo, MI 49009

269 387 0410

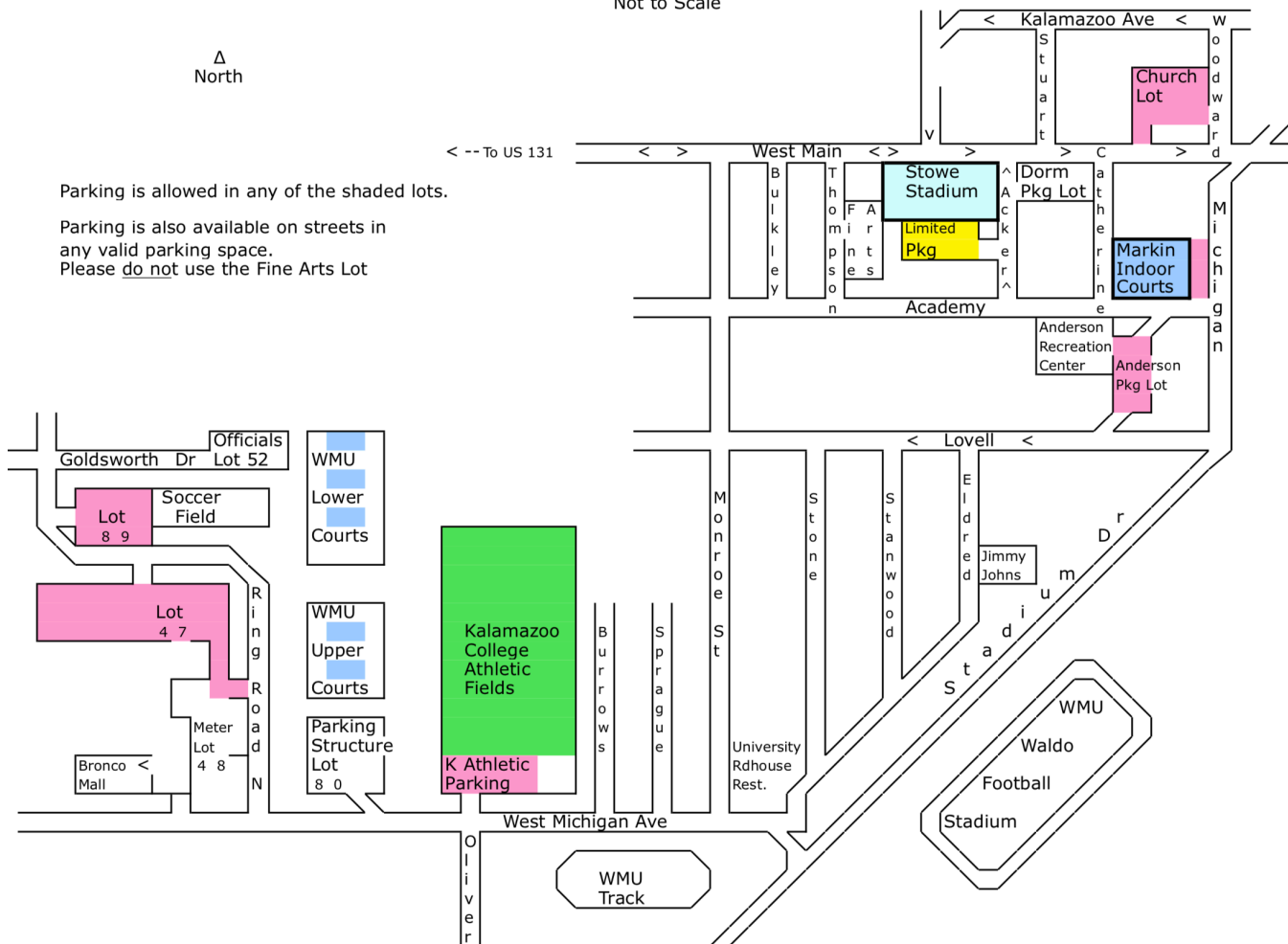
PARKING MAP

Kalamazoo College - WMU Map
Not to Scale



Parking is allowed in any of the shaded lots.

Parking is also available on streets in any valid parking space.
Please do not use the Fine Arts Lot



Section 10 - Hotels

Rooms for participating teams and individuals have been reserved at the Delta Hotels by Marriot and the Four Seasons by Sheraton Kalamazoo. The deadline to make reservations at any of the designated hotel properties is **5 p.m. Eastern time on TUESDAY, May 14.**

DELTA HOTELS BY MARRIOTT (Teams and Individuals)

2747 S 11th St

Kalamazoo, MI 49009

- Team/Individual Participants Rate: **\$110/per room**
- **Complimentary WIFI**
- **Complimentary Hot Breakfast**
- **Complimentary Self Parking**
- CONTACT:
 - **Hotel Directly**
 - 269 375-6000
 - Rooming List, Dates of Arrival and Departure
 - Number of Rooms and Type
 - Special Requests or Any Special Meals at the Hotel

FOUR POINTS BY SHERATON KALAMAZOO (Teams and Individuals)

3600 E Cork St Court

Kalamazoo, MI 49001

- Team/Individual Participants Rate: **\$112/per room**
- **Complimentary WIFI**
- **Complimentary Self Parking**
- **Complimentary 1 King room per team will be provided to head coach for duration of stay (TEAMS ONLY)**
- **Breakfast is NOT included**
- CONTACT:
 - **Hotel Directly**
 - 269 385-3922
 - Rooming List, Dates of Arrival and Departure
 - Number of Rooms and Type
 - Special Requests or Any Special Meals at the Hotel

Section 11 - Meetings

Two mandatory coaches meetings will take place during the tournament.

The meeting for the team championship will take place at Sunday, May 19 at 6 pm at the Cityscape Event Centre prior to the team banquet.

The meeting for the individual championship will take place Thursday, May 23 at 6 pm at the Radisson Plaza Hotel prior to the individual banquet.

Section 12 - Media Services

Videotapes, Films and Still Photography Policy

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site.

Internet Access

There will be free, wireless Internet access available at the championship site.

Records Book

NCAA Championship records books are available at the following links:

- Men's and Women's Tennis (all three divisions) - www.ncaa.org/championships/statistics/ncaa-mens-and-womens-tennis-championships-records-and-results

Section 13 - Medical

Personnel

Katalin Bell, M.S., A.T., ATC, CES

Interim Head Athletic Trainer

Kalamazoo College

Phone: 269/337-7093

Katalin.bell@kzoo.edu

Overview

The Athletic Training Staff of Kalamazoo College welcome you to the 2016 NCAA Division III Men's and Women's Tennis Championships.

There will be two Licensed/NATA Certified Athletic Trainers at Stowe Stadium and the Sorensen Tennis Courts 1.5 hours prior to the first practice, or match daily.

The Sports Medicine area will be located in the bottom of the tower at Stowe Stadium. It will consist of the following: one taping table, two treatment tables, one Electrical Muscle Stimulation/US Combo Unit, one Hydro collator Unit, Crutches, Vacuum and Sam's Splints, One Fully Stocked Sports Medicine Kit, Injury Ice and Ice Bags, and other necessary modalities.

Written permission from your institution's Athletic Trainer or a physician must accompany each student athlete. Or, please send the information via email to Kathleen.white@kzoo.edu.

If you have any questions or concerns prior to your arrival, please feel free to contact Katalin Bell at 269 337-7093 or via email at Katalin.bell@kzoo.edu.

Important Sports Medicine related numbers, and addresses:

- Bronson Hospital
601 John St.
Kalamazoo, MI
269 341-7654
Emergency 269 341-6386
- Borgess Health
1535 Gull Road #250
Kalamazoo, MI
269 226-5927
Emergency 269 226-4815

Section 14 - Merchandise

Event 1, Inc., the official souvenir merchandiser for the NCAA, is offering participating teams the opportunity to preorder shirts for the Finals of the 2019 NCAA Division III Men's and Women's Tennis Championships.

Go to <http://www.event1teamstore.com>, select your division and sport. You will see the shirts that are offered for this event. Complete the order form by selecting the quantities and sizes needed. Credit card information is mandatory to process the order immediately. University purchase orders cannot be accepted. Please note that orders placed by the deadline may take up to three weeks to ship.

The deadline for submitting orders is **11 p.m. Eastern time, Thursday, May 16**. Orders submitted after this time will not be accepted.

As a point of information, these shirts also will be available for sale at Stowe Stadium on the campus of Kalamazoo College. However, we cannot guarantee that your sizes will be available at the event. Please contact Gina Taylor at Event 1 at 888-745-3058 if you have any questions.

Section 15 – Participant Awards

Elite 90

The NCAA Elite 90 academic recognition program will be presented to the student- athlete with the highest cumulative grade-point average competing at the final site for each of the NCAA's 90 championships.

All document and nomination forms can be obtained at the following link:
www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program

You must be logged into the site to access the page. The submission deadline for nominations for the 2016 NCAA Division III Men's and Women's Tennis Championships is Wednesday, May 18 at 5 p.m. Eastern time. For more information regarding this program, please contact Mark Bedics at elite90@ncaa.org or 317-917-6222.

Student-Athlete Participation Awards:

For 2018-19, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

Examples of Merchandise Selections:



After the championship, Main Gate will send the **head coach** an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at www.NCAA-Awards.com. In order to ensure that each participant receives his or her award, a member of your administration must place your team's order, including size information, at www.NCAA-Awards.com using **your Certificate Code**.

Your institution may select different items per participant; men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship, please contact Erin Hannoy (ehannoy@maingateinc.com), Main Gate Customer Service (866-945-7267), or your NCAA championship manager.



NCAA-Awards.com

Section 16 – Participant Expectations & Guidelines

Ethical Behavior by Coaches

Members of the coaching profession have certain 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 who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

Sportsmanship

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in behavior of players and bench personnel, in crowd control by game management and in the officials' proper enforcement of the rules governing related actions.

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.

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

Tobacco Ban

The use of tobacco products is prohibited by all game personnel (e.g., coaches, 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.

Criticism of Officials

Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.8.

Hearing Opportunity

An act of misconduct may be found upon an administrative hearing granted to the student-athlete or the institutional representative involved by the governing sports committee or the games committee authorized to act for it.

Misconduct Incident to Competition

If the act of misconduct occurs during the competition, under normal circumstances the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a soccer tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct may be dealt with at the governing sports committee's convenience.

Penalty for Misconduct

In accordance with Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice.

Section 17 – Pre-Match Protocol

National Anthem.

The national anthem will be played before the first match of each session of competition.

Public-Address Announcer.

The public-address announcer should follow the NCAA script as provided by the NCAA championships manager.

Official Team Line-Up.

The NCAA will confirm final team lineups following the participating team teleconference on Tuesday, May 14. The championship finals host should print line-ups for the final eight teams, once they have been determined.

Team Introductions.

Following team warm-up, the following protocol will be used for the national anthem and student-athlete introductions at all rounds of competition:

- Teams huddle on court, announcements.
- Teams stand for the national anthem.
- Student-athletes from both teams line up and face each other on the top singles court, in singles order from #1-6. Introductions from the match begin with #1 singles players meeting and shaking hands, then shaking opposing coaches' hands. This same procedure should be followed for the remaining singles matches, with the doubles teams to follow.

- The athletes will move to their assigned competition courts for instruction from officials and final warm-up.
- Play begins as directed by court official.

Section 18 - Programs

Many NCAA championships have adopted digital game programs that can be viewed online or downloaded to a consumer's mobile device. IMG College will be responsible for all digital program production including layout and design, advertising, and digital distribution channels prior to and during the championships.

Digital programs will be available for download prior to the championships online at the following link for the women's championship: www.ncaa.com/diiiWomensTennis and the men's championship: www.ncaa.com/diiiMensTennis. Please contact Levida Maxwell (lmaxwell@ncaa.org; 317-917-6356) with any questions.

Section 19 - Restaurants

Discover Kalamazoo Dining Guide

[Discover Kalamazoo Dining Guide](#)

Section 21 – Uniforms

Student-athletes competing in the championship shall wear the official uniform of their institution in competition and related ceremonies. The games committee will determine the home teams.

Logo Policy

[Reference: Bylaw 12.5.4 in the NCAA Division I and II Manuals, and Bylaw 12.5.3 in the NCAA Division III Manual.]

The provisions of Bylaw 12.5.4 (Divisions I and II) or Bylaw 12.5.3 (Division III) indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restrictions.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this

legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

Patches

Participating teams and individuals will receive student-athlete patches at the beginning of the tournament. Each student-athlete will receive the patches for their first match at the site at the coaches meeting. If additional patches are needed, please find an NCAA staff member for them.

Application

Patches are to be worn on the left chest of the uniform. If a logo is present where the patch should be, student-athletes are to wear the patch on the left sleeve.

Weather Detection System

The NCAA will provide a weather detection system for the championships site.

Weather Evacuation Plan

The host institution is responsible for creating an evacuation plan in case of severe weather. This plan should include the appropriate means and staff to provide a safe haven for all student-athletes, coaches and personnel, as well as a spectator plan. The plan should be in place prior to the first practice day and must be distributed to all participants, coaches, officials and staff.