

***PARTICIPANT
2025-26 MANUAL***



TENNIS

Dear NCAA Tennis Championship Participants:

On behalf of The University of the South and the City of Chattanooga, it is our pleasure to welcome you to the NCAA Division III Men's and Women's Tennis Championships at the Champions Club. Our community is excited that you are here, and we trust you will enjoy your time in Chattanooga.

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,

Sewanee Athletics and the City of Chattanooga

TABLE OF CONTENTS

No.	SECTION	PAGE
	Tournament Contact Information	4-5
1	Schedule of Events	6-10
2	Participant Checklist	10-11
3	Championship Websites	11-12
4	Participant Information	12-14
5	Hospitality	14
6	Drug Testing	14-15
7	Championship Survey	15
8	Expenses and Reimbursement	15-16
9	Facility and Practices	16-17
10	Hotels	18
11	Meetings	18
12	Media Services	18-20
13	Medical	20-22
14	Merchandise	22
15	Participant Awards	23-24
16	Participant Expectations & Guidelines	25-26
17	Pre-Match Protocol	26-27
18	Programs	27
19	Chattanooga	27
20	Uniforms	27-28
21	Weather	28-30
	Appendix A – Team Practice Schedule	31-32
	Appendix B – Champions Club Tennis Complex Map Overview	33
	Appendix C – McCallie School’s Strang-Voges Tennis Center Map Overview	34
	Appendix D – Chattanooga Christian Maclellan Tennis Center Map Overview	35
	Appendix E – Champions Club Emergency Action Plan	36-45
	Appendix F – EventDirect	46-47

Tournament Contact Information

TOURNAMENT PERSONNEL	
Tournament Manager/Host Athletic Director John Shackelford Director of Athletics, The University of the South Cell: 931-636-4656	Assistant Tournament Manager Hamza Khan Cell: 678-326-2313
Media Coordinator Madeline Cummings Cell: 615-612-9974	Host Site Facility Director Orlando Lourenco
Director of Sports Medicine Devon Serrano Cell: (914) 572-0317	Head Athletic Trainer Austin Stevens Cell: (224) 321-2427
Tournament Referee Darren Potkey Cell: 818-967-8651 Email: potkey@ustageorgia.com	Practice Courts Doug Maynard Email: NCAAtennis@sewanee.edu
Tournament Stringer Mike Stephens Business Number: 843-327-1962 Email: mrt@stringsensation.com	General Information Email NCAAtennis@sewanee.edu

NCAA TENNIS COMMITTEE	
Men's Committee:	Women's Committee:
Craig Davidson University of Saint Joseph Email: cmdavidson@usj.edu	Douglas Chapman University of Massachusetts, Dartmouth Email: dchapman1@umassd.edu
Olivia Winkfield Rochester Institute of Technology Email: omwatl@rit.edu	Tom Linhart Rochester Institute of Technology Email: tmlatl@rit.edu
Scott Veith Wilkes University Email: scott.veith@wilkes.edu	Patrick Duffy Stevens Institute of Technology Email: pduffy@stevens.edu
John Shackelford University of the South Email: jshackel@sewanee.edu	Bridget Disher Emory University Email: bridget.harding@emory.edu
Kevin Calhoun Transylvania University, chair Email: kcalhoun@transy.edu	Jamie Scott Denison University Email: scottjn@denison.edu
CeeJay Schaffner University of Wisconsin-Superior Email: cschaffn@uwsuper.edu	Mark Murphy Kalamazoo College Email: mark.murphy@kzoo.edu
Melynda Link DePauw University Email: melyndalink@depauw.edu	Chris Pier Lake Forest College Email: cpier@lakeforest.edu
Erica Perkins Jasper Claremont McKenna-Harvey Mudd-Scripps Email: erica.jasper@cms.claremont.edu	Jennifer Dubow, chair Southern California Intercollegiate Athletic Conference Email: jdubow@thesciac.org

NCAA STAFF	
Victoria Lipscomb Assistant Director, Championships and Alliances (Men's Tennis) Cell: 317-979-9686 Email: vlipscomb@ncaa.org	Raymon Gaddis Coordinator, Championships and Alliances (Women's Tennis) Cell: 463-302-0019 Email: rgaddis@ncaa.org

Section 1 - Schedule of Events

The championships will take place May 18-26 at Champions Tennis Club. **The full practice and competition schedule can be found in Appendix A.**

The **men's team championship** will be conducted May 19-22, and the **women's team championship** will be conducted May 18-21. The **women's individual championship** will begin Friday, May 22 and conclude Monday, May 25. The **men's individual championship** will begin Saturday, May 23 and conclude on Tuesday, May 26.

Practice

Practices will take place at the Champions Club with the Girls Preparatory School (GPS) and Chattanooga Christian serving as secondary official practice sites. Practice courts are available to teams and individual tournament competitors for practice one day before competition. Teams will be assigned their 90-minute practice timeslot. Individuals can reserve their 90-minute timeslot by emailing the NCAAtennis@sewanee.edu. Athletic Trainers will be available at the Champions Club for sports medicine needs.

Offsite/extra practice courts may be available; email NCAAtennis@sewanee.edu for further information. Please do not reach out individually to facilities in Chattanooga; all practice courts must be made through the University of the South. The participating teams and individuals must provide their own practice balls.

Champions Club Tennis Complex: 3400 Lupton Dr, Chattanooga, TN 37415

Girls Preparatory School: 600 River Street Chattanooga, TN 37405

Chattanooga Christian: 3354 Charger Dr., Chattanooga, TN 37409

Parking: Parking will be available at the Champions Club; six spaces will be reserved for team vans participating in the team championships. There is additional fan parking available near the entrance of Rivermont Park with a path leading to the courts. There will be signage posted (see photo for reference).



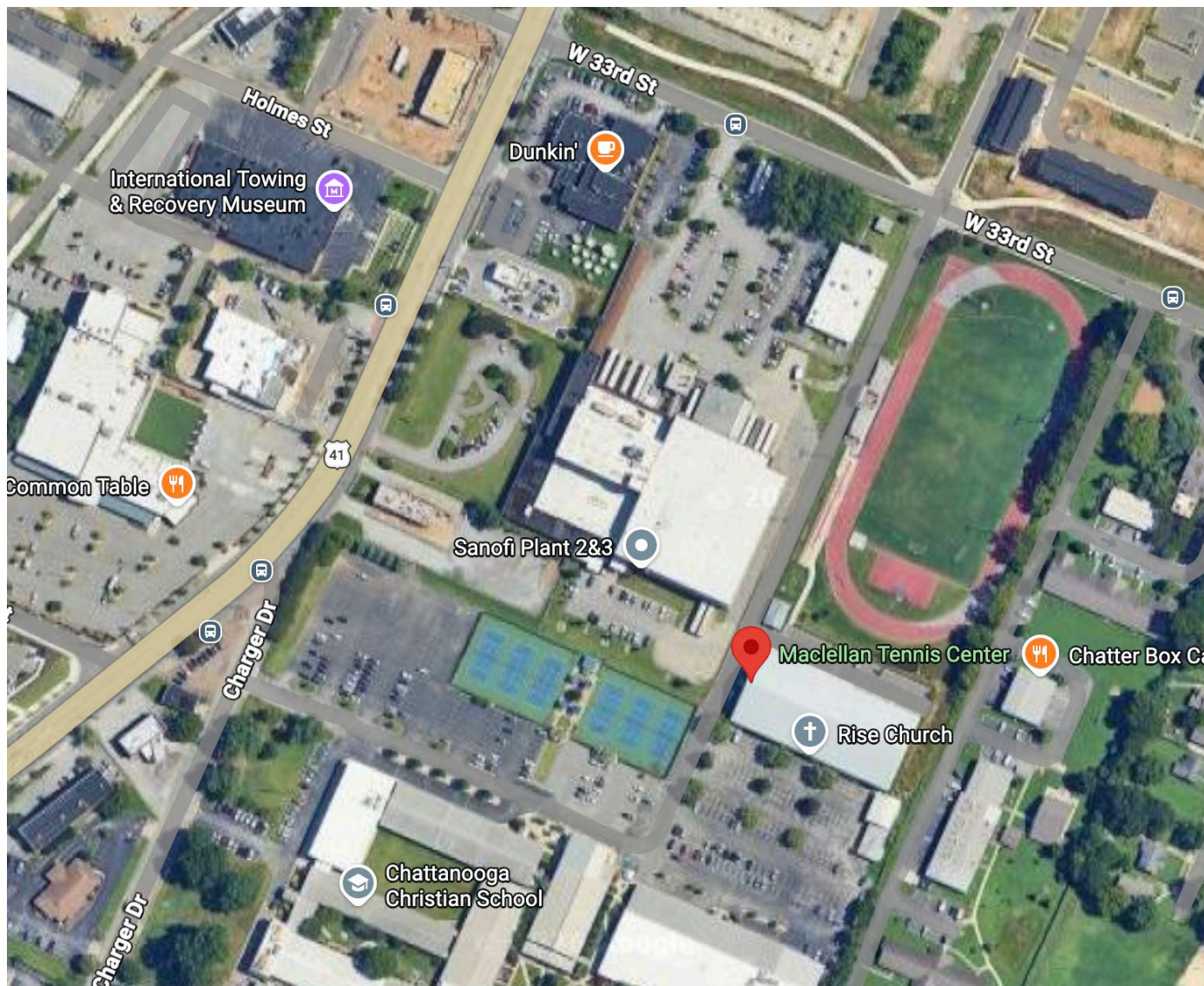
Champions Club Tennis Complex: 3400 Lupton Dr, Chattanooga, TN 37415

Parking: Parking is available near the entrance of the Champions Club, as well as the parking lot off Dixie Dr., Signage will be provided, and there is a walking path to the courts.



Girls Preparatory School: 600 River Street Chattanooga, TN 37405

Enter through River Street, under the Veteran’s Memorial Bridge, do not use the main campus entrance. Eight outdoor courts, four indoor courts



Chattanooga Christian School

Maclellan Tennis Centre: 3354 Charger Dr., Chattanooga, TN 37409

Six indoor courts, six outdoor courts

Team Practices

Practice times for each team are predetermined based on match times. The championships manager(s) will send the practice times to each participating team via email. Practice times may be adjusted on a case-by-case basis due to travel arrangements.

Individual Practices

Individual tournament participants will be allowed one official 90-minute practice session the day before competition begins. Please send your requests to NCAAtennis@sewanee.edu to schedule your practice court(s).

Players from the team competition who have lost in the quarterfinals or semifinals will be allowed to practice at the Champions Club until the official individual tournament practice day.

Participant & Administrative Meeting

The mandatory virtual participant call for team competition (men and women) will be held virtually **at 1 p.m. Eastern Tuesday, May 12**. All head coaches or their institutional designee are required to attend. The meeting link can be found on the checklist on page 8. **Failure to attend will result in a fine.** Head Coaches **must declare their designated 9 on their lineup form by 2 p.m. on practice day.** You may turn this information in directly to the NCAA on practice day (men) Victoria Lipscomb, (women) Raymon Gaddis.

There will be another mandatory virtual administrative meeting for singles and doubles competition (men and women) will be held virtually **at 12 p.m. Eastern time Wednesday, May 20**. The meeting link can be found on the checklist on page 8.

The meeting is mandatory for all head coaches whose institutions compete in only the individual singles and doubles tournament and did not participate in the team tournament in Chattanooga. **Failure to attend will result in a fine.**

The women's singles & doubles bracket will not be released before 1:00 p.m. Eastern on Thursday, May 21. The men's singles and doubles bracket will not be released before 1:00 p.m. Eastern on Friday, May 22.

Section 2 – Participant Checklist

Tuesday, May 12

_____ Attend the participating team teleconference at **1 p.m.** Eastern time with tournament host, NCAA committees and NCAA staff – a Microsoft TEAMS meeting will be sent from NCAA staff. An agenda will be emailed out to teams no later than Tuesday, May 12.

Thursday, May 14

_____ Deadline to submit a nomination for the NCAA's Elite Scholar Athlete Award are due no later than 5 p.m. Eastern time. (Refer to Section 15.)

_____ Deadline & Cutt-off date to make hotel reservations. [Hotel Information](#).

Sunday, May 17

_____ Women's Team Check In
Check in location: Champions Tennis Club

Monday, May 18

_____ Men's Team Check In
Check in location: Champions Tennis Club

Wednesday, May 20

_____ Attend the participating individuals virtual meeting at **12 p.m. EST** with tournament host, NCAA committees and NCAA staff - a Microsoft TEAMS meeting will be sent from NCAA staff. An agenda will be emailed out to individuals no later than Wednesday, May 21.

Thursday, May 21

_____ Women's Individuals Check In
Check in location: Champions Tennis Club

Friday, May 22

_____ Men's Individuals Check In
Check in location: Champions Tennis Club

Post-Championship

_____ If interested, preorder shirts through Event 1, Inc., online at <http://event1teamstore.com> <http://www.event1teamstore.com/> by **11 p.m. Eastern time, Tuesday, June 9**. Institutions placing orders by the deadline will have their orders shipped directly to their campuses within three weeks after competition is complete.

_____ Deadline to complete the Final Site Championship Survey is Friday, June 12 at 5 p.m. Eastern time. Evaluations will be initiated by the NCAA staff via email following each site. (Refer to Section 7.)

_____ Deadline to submit reimbursement requests is Monday, July 27. (Refer to Section 8.)

Section 3 – Championship Websites

2026 NCAA Division III Men's and Women's Tennis Championship Host Site:

[NCAA Division III Men's Tennis Championship](#)

[NCAA Division III Women's Tennis Championships](#)

[NCAA Division III Men's & Women's Tennis Championships Microsite](#)

Division III Men's and Women's Tennis Championship [Documents and Resources](#)

Section 4 – Participant Information

All pertinent information is provided to the participating teams/individuals by the host upon check-in at the Champions Club in Chattanooga.

Logos

The sports information director of each competing institution or individual qualifier will be contacted on Monday, May 12 regarding requested materials, including an updated roster, official logo, etc. These materials should be forwarded to:

Madeline Cummings

Email: mccummin@sewanee.edu

Cell: 615-612-9974

Credential Pick-up

Credential pick-up will take place during team check-in located at the registration desk at the Champions Club.

Administrator Credentials: If institutional and/or conference personnel will be attending the 2026 Men's and Women's Tennis Championships, please utilize the following link to request a credential. [2025-26 NCAA Division III Championships Administrator Credential Request](#). Credential(s) will be available at packet pick-up. You or your head coach may pick up the credential(s). Other arrangements can be made by contacting Victoria Lipscomb (vlipscomb@ncaa.org or 317-979-9686) or Raymon Gaddis (rgaddis@ncaa.org 463-302-6222).

Media Credentials: Institutional SID's, photographers, or any other media personnel must request a media credential. Please utilize the following link: [Media Credential Request](#).

Team Credentials. An issued credential may not be given to another team member or individual. All rostered student-athletes are permitted on the bench. Please complete the credential and travel form. Each team will receive nine participant credentials, three team personnel, and one athletic trainer credential. Additional rostered student-athletes will receive a wristband that must be worn for the duration of the championships.

Individual Credentials. 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	2
6-10	3

NOTE: Bench size, inclusive of rostered student-athletes, coaches, and athletic trainers. Credentials and/or wristbands cannot be taken off and passed between team members.

If a member of the travel party loses their credential in the team portion of the championship, there will be a \$100 fine to replace it. If the credential is lost during the singles/doubles portion, there will be a \$50 fine.

Lineup Form

The lineup form includes space to list a maximum of 15 student-athletes who must be physically able and eligible to play. As such:

- When a coach lists their 15 student-athletes, the coach is confirming that all 15 student-athletes may have the opportunity to play in the NCAA championships. Coaches will also list 4 doubles teams on this form.
- All 15 must be physically able and eligible to play. Student athletes injured to the point of not being able to play (e.g., broken bones, etc.) or student athletes who have been declared as redshirts or student-athletes who are not eligible for NCAA, conference, or institutional reasons, cannot be listed on the lineup form and cannot travel to the championships events.
- Teams advancing to the championships finals site may change the designate nine athletes on their lineup for the quarterfinals, however singles players and doubles teams shall remain in order and doubles teams shall remain intact. The student-athletes listed on a team's lineup for the quarterfinals will remain the same for the semifinals and finals. Any student-athlete listed on a lineup must have been listed on the team's original lineup.

Locker Rooms

The locker rooms at Champions Club will be open to all competitors and will not be reserved for any one team. Should a team wish to shower, a limited amount of shower space is available. Participants should provide their own towels.

Stringer

Stringing will be done by an outside vendor, Mike Stephens, through String Sensation. Participants needing their racquet restrung will drop off their racquets at the stringing office at the Champions Club, located on the second floor. The vendor will provide a form for teams/individuals to fill out for labeling purposes. The vendor will be on site 1-hour before the first competition time and leave at the conclusion of the day's final match.

Cost will be \$25 (credit card/cash,) and \$22 (Venmo) per racquet with your own string. If you need string, an additional \$21 charge will apply.

For all stringing services, please contact:

Mike Stephens

Cell: 843-327-1962

Email: mrt@stringsensation.com

Payment: Starting a tab is recommended. With your own string: \$22 through Venmo and \$25 with cash or card. If you need string, an additional \$21 charge will apply.

Tennis 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. Practice balls **must** be provided by the participating teams and individuals.

Section 5 – Hospitality

Hospitality

Team hospitality will be located on the east side of the club house under the players tent. A variety of snack options will be available. During the individuals competition, one main tent location will serve as hospitality for participants and coaches.

May 17-26

Hospitality will open 1-hour before the first match.

Hospitality area closes after last match.

Section 6 – 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 2022-23 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 individual/team championships, student-athletes who are selected for drug testing must fulfill all media obligations before reporting to the drug-testing area.

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

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

Section 7 – Championship Survey

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 12 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

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](#).

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 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 for approval before making any travel arrangements.

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](#).

Parking

Champions Club has parking available at the front of the facility, with six spots reserved for team vans participating in the team championships. Additional parking can be found along Dixie Dr. by Rivermont Park; signage will be provided, with a walking path to the courts. There are a limited number of handicap parking spaces available, and they will be on a first-come first-serve basis.

Section 9 – Facility & Practices

Champions Club Tennis Complex

Official Tournament Site

- 20 newly surfaced lighted hard courts
- Centrally located two-story, 6,000 sq. ft. clubhouse with lockers and restrooms with showers
- Two electronic scoreboards along the first bank courts displaying results from live matches
- Shaded structures on all 20 courts
- Four stadium courts with stadium seating
- A centrally located observation deck overlooking all courts
- Medical Services / Treatment Area

Shipping Address

3400 Lupton Dr.
Chattanooga, TN 37415

McCallie School's Strang-Voges Tennis Center

Official Indoor Court Site

- 47,000 square-foot facility
- Six indoor courts

- PlaySight video and analytics technology on all six courts
- 250 stadium seats
- Locker Room
- Team Meeting Rooms

Facility Address

750 Lewis St.,
Chattanooga, Tenn. 37404
(On the campus of the McCallie School)

Chattanooga Christian School's Maclellan Tennis Center

Secondary Indoor Court Site

- 30,000 square-foot facility
- Four indoor courts
- Balcony Viewing

Facility Address

3354 Charger Dr.,
Chattanooga, Tenn. 37409
(On the campus of Chattanooga Christian School)

Admission

No tickets are required. Admission is complimentary and seating is general admission.

Artificial Noisemakers

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

Practice Tennis Balls

The participating teams and individuals **must** provide their own practice balls.

Section 10 - Hotels

PARTICIPATING TEAMS AND INDIVIDUALS WILL HAVE HOTEL BLOCKS SECURED AT THE FOLLOWING HOTELS.

<u>TEAM & INDIVIDUALS HOTELS</u>	
<u>DoubleTree Chattanooga</u> 2232 Center Street Chattanooga, TN 37421 Tony Conte Email: Tony.Conte@Hilton.com 423-485-1185	<u>Embassy Suites Chattanooga Hamilton Place</u> 2321 Lifestyle Way Chattanooga, TN 37421 Rebecca Gorman Email: Rebecca.Gorman@Hilton.com 423-602-5103
<u>Fairfield Inn & Suites Chattanooga</u> 2345 Shallowford Village Dr. Chattanooga, TN 37421 Don Harris Email: donh@lbaproperties.com 423-834-9466	
Teams are not required to stay at the listed hotels.	

Section 11 - Meetings

The meeting for the **team championship** will take place Tuesday, May 12 at 1 p.m. Eastern. It will be conducted virtually. Link to the meeting is in the checklist.

The meeting for the **individual championship** will take place Wednesday, May 20 at 12 p.m. Eastern. It will be conducted virtually. Link to the meeting is in the checklist.

Section 12 - Media Services

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

Madeline Cummings

Email: mccummin@sewanee.edu

Cell: 615-612-994

Live scoring, webcasting and daily results will be available via the [tournament website](#) and through the NCAA website www.ncaa.com

Championships Coverage

Please visit www.ncaa.com/media for a full list of policies. Cracked Racquets will be providing live coverage of the men's and women's team and individual championships. There will be coverage streamed online at www.ncaa.com.

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.

Interview Procedures

Participant Interviews – There will be a 10-minute cool down period following each match.

Coaches and players should be prepared to accommodate interview requests from broadcast personnel or host prior to the competition beginning and before and after matches, if requested. Additional information regarding coach and student-athlete interview requests will be communicated once the team finalists are determined.

Media Workroom and Seating

During the championships, the Media Workroom will be located in the Champions Club Clubhouse. The space will be equipped with power and internet access. Snacks and beverages will be available in these spaces throughout the day.

Programs

Many NCAA championships have adopted digital game programs that can be viewed online or downloaded to a consumer's mobile device. Learfield 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. If you have any questions, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@leardfield.com).

Photography and Videography

Please see Madeline Cummings for the designated locations for photography and videography. All locations are subject to review and approval by the head or deputy referee. All photographers and videographers must comply with the instructions of the head or deputy referee.

Institutions are permitted to record championship competitions by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use **one** device per court and may record only the portion of the competition in which it participates. The recordings may not be used for any commercial purposes.

Section 13 - Medical

The host sports medicine staff will be comprised of athletic trainers from the Sewanee athletics staff.

There will be sports medicine tents located at the North side of the clubhouse. It will open at least 90 minutes prior to the first match of the day.

A hydrocollator for moist heat packs, ice, and a variety of first-aid supplies will be available. Visiting athletic trainers are welcome to use this space to prepare athletes.

In the event of a heat illness emergency, ice immersion will be available. Instructions for use will be posted in the sports medicine space and will be shared with team athletic trainers.

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 sports medicine team in advance.

Sports Medicine Team

Devon Serrano	Director of Sports Medicine	914-572-0317	devon.serrano@sewanee.edu
Austin Stevens	Head Athletic Trainer	224-321-2427	amsteven@sewanee.edu
Lucas Venegas	Athletic Trainer	385-377-9388	lavenega@sewanee.edu
Sofia Diaz Martinez	Athletic Trainer	858-798-6862	sdmartin@sewanee.edu
Paige Patterson	Athletic Trainer	587-991-9353	pspatter@sewanee.edu

Primary Hospital & Emergency Department

Erlanger North Hospital
632 Morrison Springs Road
Chattanooga, TN 37415
Phone: 423-778-3300
Emergency Room: Open 24 Hours
Distance from Champions Club: 3.8 miles (10 minutes)

Additional Urgent Care Facilities

<p>Physicians Care Walk-In Clinic 4747 Hwy 58 Chattanooga, TN Phone: 423-834-9400 Hours: Monday-Friday 7:30am to 8:00pm Saturday/Sunday 8:00am to 4:00pm Distance from Champions Club: 7.8 Miles (13 minutes)</p>	<p>AFC Urgent Care Chattanooga 1521 Gunbarrel Road, Suite 103 Chattanooga, TN 37421 Phone: 423-531-0911 Hours: Monday-Friday 7:30am to 8:00pm Saturday/Sunday 8:00am to 5:00pm Distance from Champions Club: 12.9 miles (20 minutes)</p>
---	--

Local Pharmacies

<p>Publix Pharmacy 400 North Market Street Chattanooga, TN 37405 Phone: 423-755-7915 Hours: Monday-Friday 9:00am to 9:00pm Saturday 9:00am to 7:00pm Sunday 9:00am to 6:00pm Distance from Champions Club: 4.6 miles (12 minutes)</p>	<p>Walgreens Pharmacy 110 North Market Street Chattanooga, TN 37405 Phone: 423-752-8104 Hours: Monday-Friday 8:00am to 10:00pm Saturday 9:00am to 6:00pm Sunday 10:00am to 6:00pm Distance from Champions Club: 4.8 miles (12 minutes)</p>
---	--

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 the appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team

physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

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

For further details please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions" online at <https://www.ncaa.org/sports/2021/5/24/sport-science-institute.aspx>.

Champions Club Emergency Medical Plan (Appendix E)

There is an AED located in the office downstairs in the Champions Club clubhouse.

Emergency Medical Services

Due to the proximity of area hospitals, EMS personnel will not be on-site for practices or competition days.

Heat & 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](#)

Section 14 - Merchandise

Official tournament merchandise will be available to your teams and fans throughout the championships. Merchandise will be available on site at the Champions Club.

Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., the official souvenir merchandiser for the NCAA, by **11 p.m. Eastern time, Tuesday, June 3** at the following link: <https://event1teamstore.com> Institutions placing orders by the deadline will have their orders shipped directly to their campuses within four weeks after competition is complete.

Section 15 – Participant Awards

Locker Room Program

The national championship team will receive champion T-shirts and hats as part of the NCAA locker room program. These items will be presented at the team awards ceremony after the final match.

Student Athlete Mementos

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 on page 21 of the manual.

Elite Scholar Athlete Award

The NCAA Elite Scholar-Athlete award honors the exceptional achievements of student-athletes. This prestigious accolade is given to those who have not only excelled at a national championship level in their sport but have also achieved the highest academic standards among their peers. The Elite Scholar-Athlete is proudly awarded to the student-athlete with the highest cumulative GPA at the finals site for each of the NCAA's championships.

For more information regarding this program, please contact Olivia Baumhoer (317-917-6884; elite90@ncaa.org). All documents, including deadlines and nomination forms, can be accessed at [Elite Scholar Athlete Award](#).

The submission deadline for nominations for the 2026 NCAA Division III Men's and Women's Tennis Championships is 5 p.m. Eastern time, Thursday, May 14.

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: **DIIGIFT25_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

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; and
- 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.

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.

Sports Wagering

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

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

Tobacco Ban

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

Section 17 – Pre-Match Protocol

National Anthem

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

Public-Address Announcer.

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

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:

- Team will stand on court, PA will read lineups.
- 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

LEARFIELD is partnering with the NCAA to produce digital game programs for NCAA Championships. The Division III Men's and Women's Tennis programs can be viewed at [NCAA.com/gameprograms](https://www.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.

Section 19 – Explore Chattanooga

Explore <https://www.visitchattanooga.com/> for more information on the city of Chattanooga, restaurants options, hotels, and different things to do!

Section 20 – 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 team check-in. 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.

Section 21 – Weather

Weather Detection System

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

Weather Detection System

- All Weather will be monitored using the DTN monitoring system supplied by the NCAA.
- The DTN alert system will notify university employees of conditions conducive to a Tornado Watch, Tornado Warning, and Lightning

Weather Evacuation Plan

There are multiple locations where individuals may be evacuated depending on the emergency or the severity of the weather event.

The Champions Club, Club House Bathrooms and Locker Rooms will serve as the main location in the event of an evacuation.

Note: There is an AED located in the downstairs office at the Champions Club.

- Weather Scenarios
 - Tornado Watch:
 - Competition continues
 - Game Operations personnel will inform the game officials and teams of the situation at the first possible opportunity
 - The public address announcer will inform the crowd of the tornado watch, giving fans the option to exit the venue
 - Tornado Warning:
 - Competition is suspended
 - Game Operations personnel will have the officials stop the game and inform the teams of the situation
 - Teams and officials will be moved into a secure location at the Champions Club clubhouse
 - The public address announcer will ask all fans to exit the stadium, and the above evacuation procedure will be followed
 - Lightning
 - Play will be suspended when lightning enters an eight-mile radius around the venue
 - Play will be suspended for thirty minutes or until the “all clear” is given; each lightning strike within an eight-mile radius resets the clock back to thirty minutes. This timer will be monitored by members of the Sewanee Sports Medicine staff.
 - Spectators will be advised to evacuate to a motor vehicle with a hard top and rubber tires.
 - Game Operation personnel will have the officials stop the contest and inform the teams of the situation
 - Teams and officials will be moved into a secure location inside the Champions Club clubhouse
 - The public address announcer will ask all fans to exit the stadium, and the above evacuation procedure will be followed
 - Heat
 - If an athlete begins to show signs of heat-related illness, they will be removed from play and placed in a cool, shaded area to allow them to bring their temperature down.
 - If an athlete’s temperature begins to increase or no change is observed within five minutes, the athlete’s temperature will be checked with a rectal thermometer.
 - If an athlete’s rectal temperature is above 105 degrees Fahrenheit, they are to be placed in a cold immersion bath until their temperature is below 101 degrees Fahrenheit. Once placed in the immersion bath, 911 is to be called to transport the athlete for further evaluation. The athlete is not to be removed from the immersion bath until their temperature is below 101 degrees Fahrenheit; after that, they may be removed and transported.

- The athlete must provide a note from the attending physician clearing them for return-to-play if transported to the hospital for final clearance.

APPENDIX A – SCHEDULE OF EVENTS – TEAM COMPETITION

Saturday, May 16

Morning	Committee Arrivals	Chattanooga Marriott Downtown
4 p.m.	Committee Walkthrough	Champions Tennis Club
All Day	Women’s Team Arrivals	Hotels

Sunday, May 17

All Day	Men’s Team Arrivals	Hotels
12 p.m.	Women’s Team Practice (QFs #1 & #2)	Champions Tennis Club
4 p.m.	Women’s Team Practice (QFs #3 & #4)	Champions Tennis Club
6:30 p.m.	Coaches Administrative Meeting	Virtual

Monday, May 18

10 a.m. / 11:30 a.m.	Men’s Team Practice (QFs #1 & #2 (13-20))	Champions Tennis Club
1 p.m. / 2:30 p.m.	Men’s Team Practice (QFs #3 & #4 13-20))	Champions Tennis Club
11 a.m.	Women’s Quarterfinal Match #1	Champions Tennis Club
11 a.m.	Women’s Quarterfinal Match #2	Champions Tennis Club
NB 2 p.m.	Women’s Quarterfinal Match #3	Champions Tennis Club
NB 2 p.m.	Women’s Quarterfinal Match #4	Champions Tennis Club

Women’s Team Warm-ups at 10 a.m. and NB 1 p.m. on match courts.

Tuesday, May 19

11 a.m.	Men’s Quarterfinal Match #1	Champions Tennis Club
11 a.m.	Men’s Quarterfinal Match #2	Champions Tennis Club
NB 2 p.m.	Men’s Quarterfinal Match #3	Champions Tennis Club
NB 2 p.m.	Men’s Quarterfinal Match #4	Champions Tennis Club
NB 5 p.m.	Women’s Semifinal Match #1	Champions Tennis Club
NB 5 p.m.	Women’s Semifinal Match #2	Champions Tennis Club

Men’s Team Warm-ups at 10am and NB 1pm on match courts.

Women’s Team Warm-ups at NB 4pm.

Awards Presentations – Immediately Following Each Semifinal Match on Court

Wednesday, May 20

TBA	Women’s Team Practice	Champions Tennis Club
1 p.m.	Men’s Semifinal Match #1	Champions Tennis Club
1 p.m.	Men’s Semifinal Match #2	Champions Tennis Club
NB 1 p.m.	Women’s Individual Draw	Champions Tennis Club
	Women’s OFF DAY	

Men’s Team Warm-ups at 12 p.m. on match courts.

Proposed women’s practice 1 p.m. on back courts (13-20, 4 courts each)

Awards Presentations – Immediately Following Each Semifinal Match on Court

Thursday, May 21

1 p.m.	Men’s Team Practice	Champions Tennis Club
1 p.m.	Women’s Team Championship	Champions Tennis Club
NB 1 p.m.	Men’s Individual Draw	Champions Tennis Club
	Men’s OFF Day	

Women's Individual practice all day back courts (Full facility until 11:30 a.m.) shutdown championship courts at 11:30.

Proposed Men's practice 1 p.m. on back courts (4 courts each).

Individual Championships May 22-May 26

Friday, May 22

9 a.m.	Women's Round of 32 Singles	Champions Tennis Club
1 p.m.	Men's Team Championship	Champions Tennis Club
NB 1 p.m.	Women's Round of 16 Singles	Champions Tennis Club
NB 3 p.m.	Women's Round of 16 Doubles	Champions Tennis Club

Men's Individual practice NB 10 a.m.

Shutdown championship courts first round of 32 W Ind.

Saturday, May 23

9 a.m.	Men's Round of 32 Singles	Champions Tennis Club
NB 11 a.m.	Women's Singles Quarterfinals	Champions Tennis Club
NB 1 p.m.	Men's Round of 16 Singles	Champions Tennis Club
NB 2 p.m.	Women's Doubles Quarterfinals	Champions Tennis Club
NB 3 p.m.	Men's Round of 16 Doubles	Champions Tennis Club

Warmup Champions Tennis Club. Back courts designated for warm-up.

Sunday, May 24

10 a.m.	Women's Singles Semifinals	Champions Tennis Club
10 a.m.	Men's Singles Quarterfinals	Champions Tennis Club
NB 1 p.m.	Women's Doubles Semifinals	Champions Tennis Club
NB 1 p.m.	Men's Doubles Quarterfinals	Champions Tennis Club

Awards Presentations – Immediately Following Each Semifinal Match on Court

Monday, May 25

TBA	Warm-up (Men/Women)	
10 a.m.	Women's Singles Final	Champions Tennis Club
10 a.m.	Men's Singles Semifinals	Champions Tennis Club
NB 12 p.m.	Women's Doubles Final	Champions Tennis Club
NB 1 p.m.	Men's Doubles Semifinals	Champions Tennis Club

Awards Presentations – Immediately Following Each Finals Match on Court

Tuesday, May 26

10 a.m.	Men's Singles Final	Champions Tennis Club
NB 12 p.m.	Men's Doubles Final	Champions Tennis Club

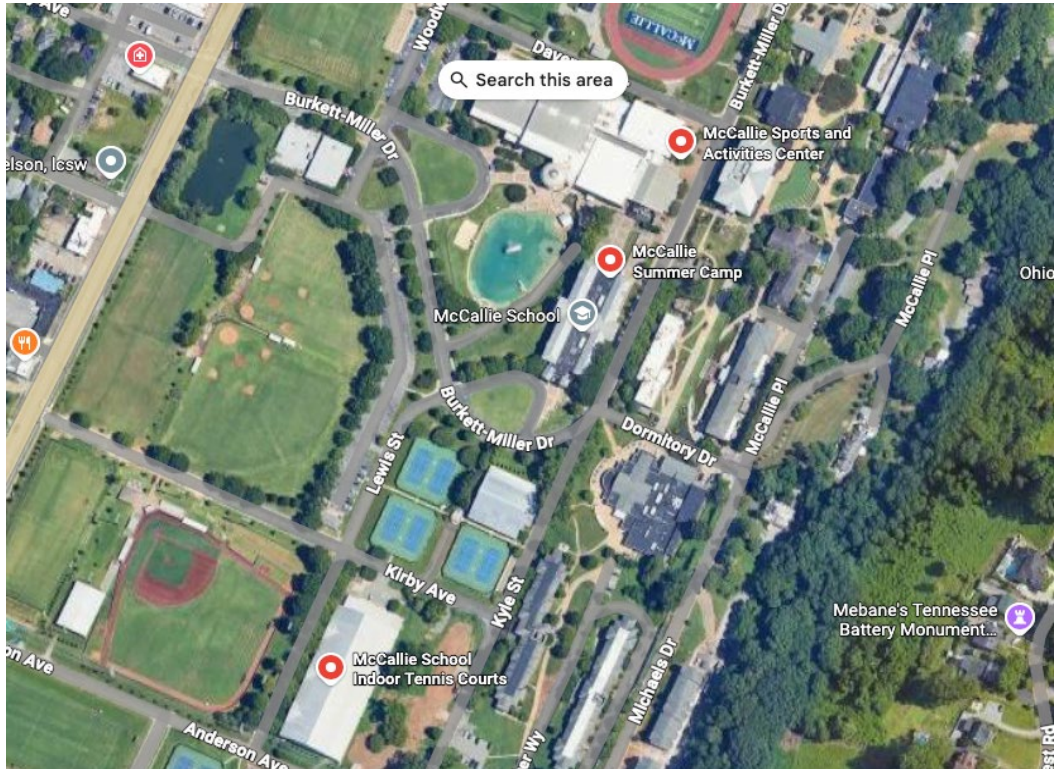
Awards Presentations – Immediately Following Finals Match on Court

APPENDIX B – Champions Club Tennis Complex



Champions Club Tennis Complex
Official Tournament Site
3400 Lupton Dr., Chattanooga, Tenn. 37415
20 Hard courts
*Pink Ovals represents parking

APPENDIX C – McCallie School’s Strang-Voges Tennis Center Overview Map



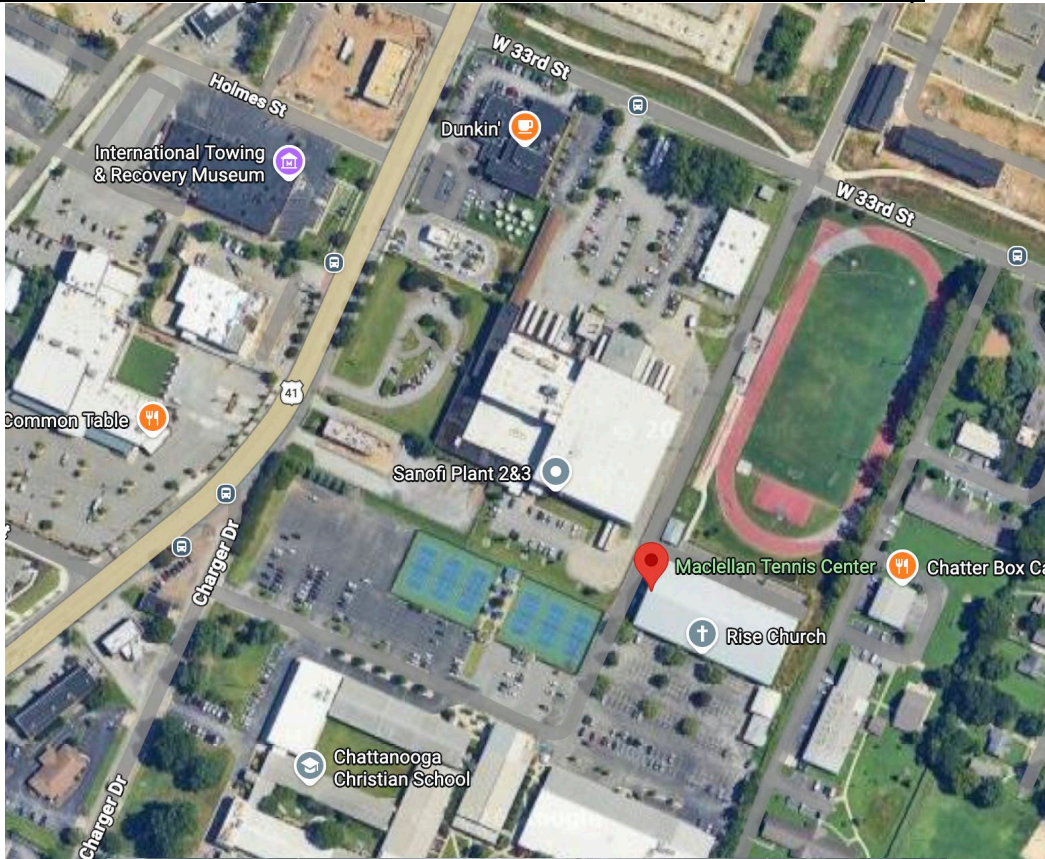
McCallie School’s Strang-Voges Tennis Center:

Official Site for Indoor Courts

750 Lewis St., Chattanooga, Tenn. 37404 (On the McCallie Campus)

Indoor Facility with six indoor courts, 250 stadium seats, and PlaySite video on all six courts

APPENDIX D – Chattanooga Christian Maclellan Tennis Center Overview Map



Chattanooga Christian Maclellan Tennis Center
Secondary Site for Indoor Courts
3354 Charger Dr., Chattanooga, Tenn. 37409
30,000 sq. Ft. Indoor Facility with four indoor courts

APPENDIX E – EMERGENCY ACTION PLAN



Sewanee Athletics Sports Medicine

Emergency Action Plan: Champions Club Tennis Complex

Venue Address: 3400 Lupton Drive, Chattanooga, TN 37415	GPS Coordinates: Long: 35.0970°N Lat: 85.2654°W
Emergency Medical Facility: CommonSpirit-Memorial Hospital (Hixson), 2051 Hamill Road, Hixson, TN 37343 Phone Number: 423-495-7100 Hours: 24 Hours (ER) 3.7 miles from Site (10 minutes)	Urgent Care: Physicians Care Walk-In Clinic 4490 Hixson Pike, Chattanooga, TN 37343 Phone Number: 423-875-0700 Hours: M-F 8am to 8pm; Sat/Sun 8am to 4pm 2.8 miles from site (8 minutes)
AED Location: Office Downstairs	Emergency Shelter: Bathrooms (downstairs)



Role of First Responders

1. Assess the scene for safety and to identify any hazards
2. Immediate care of the injured or ill athlete
3. Care should be provided by the most qualified individual on the scene.
 - a. Do not move the athlete unless they are at further risk of injury.
4. Activate of EMS
 - a. Designate an individual to call 911
 - b. Provide pertinent information: name, location, telephone number, number of injured individuals, condition of the injured, first aid rendered, specific directions
5. Retrieve emergency equipment
6. Direct EMS to scene
 - a. Send someone to the turnoff for Dixie Drive
 - b. Send someone to the parking lot in front of the entrance to the Champions Club
 - c. Show ambulance/EMS crew where the victim is located
7. Scene control
8. Contact Director of Sports Medicine, Devon Serrano, at 914-572-0317

Emergency Personnel: A certified athletic trainer will be on site for competition and available for practice.

- Devon Serrano, Director of Sports Medicine: 914-572-0317
- Austin Stevens, Head Athletic Trainer: 224-321-2427
- John Shackelford, Director of Athletics: 931-636-4656

Last Revision: April 23, 2026



Sewanee Athletics Sports Medicine

Emergency Action Plan: Champions Club Tennis Complex

An Injury is sustained that is life or limb threatening

Important Phone Numbers	Important Information
<ul style="list-style-type: none">• Devon Serrano, Director of Sports Medicine (Sewanee): 914-572-0317• Austin Stevens, Head Athletic Trainer (Sewanee): 224-321-2427• John Shackelford, Director of Athletics (Sewanee): 931-636-4656• Lucas Venegas, Athletic Trainer (Sewanee): 385-377-9388• Sofia Diaz Martinez, Athletic Trainer (Sewanee): 858-798-6862• Paige Patterson, Athletic Trainer (Sewanee): 587-991-9353• Emergency Personnel: 911• Location: 3400 Lupton Drive, Chattanooga, TN 37415	<p>An AED is located in the office downstairs</p>

↓

Provide care to patient as necessary

↓

Call 911 from either a landline or cell phone
Address: 3400 Lupton Drive, Chattanooga, TN 37415
Event Location: The Champions Club Tennis Complex
Ambulance Entrance to Site: Off Dixie Road
Ambulance Entrance to Location: In front of the main entrance to Champions Club

↓

Notify the Sewanee Sports Medicine Staff (if not already present)
Devon Serrano, Director of Sports Medicine: 914-572-0317
Austin Stevens, Head Athletic Trainer: 224-321-2427

↓

Continue to monitor/care for patient until further emergency personnel arrive.

↓

Be prepared to give Emergency Personnel patient's demographic information

- Legal Name
- Date of Birth
- Pertinent Medical History
- Address (if known)
- Phone Number (if known)
- Emergency Contact Information

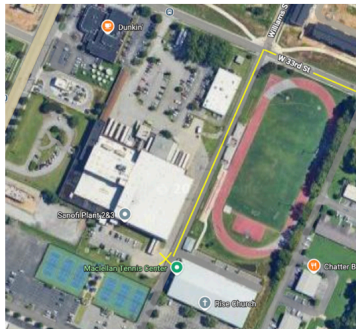
Last Revision: April 23, 2026



Sewanee Athletics Sports Medicine

Emergency Action Plan: Chattanooga Christian School-MacLellan Tennis Center

Venue Address: 3354 Charger Drive-Indoor Tennis Courts, Chattanooga, TN 37409	GPS Coordinates: Long: 35.0140°N Lat: 85.3231°W
Emergency Medical Facility: Erlander Baroness Hospital, 975 E 3 rd Street, Chattanooga, TN 37403 Phone Number: 423-778-7000 Hours: 24 Hours (ER) 4.1 miles from Site (13 minutes)	Urgent Care: AFC Urgent Care Chattanooga-Northshore 306 Cherokee Blvd. #108, Chattanooga, TN 37405 Phone Number: 423-259-5997 Hours: M-F 7:30am to 8:00pm/Sat-Sun 8:00am to 5:00pm 4.7 miles from site (11 minutes)
AED Location: Wall on the lefthand side by the fire extinguisher.	Emergency Shelter: 1 st floor bathrooms, office or mechanical closet.



Role of First Responders

1. Assess the scene for safety and to identify any hazards
2. Immediate care of the injured or ill athlete
3. Care should be provided by the most qualified individual on the scene.
 - a. Do not move the athlete unless they are at further risk of injury.
4. Activate of EMS
 - a. Designate an individual to call 911
 - b. Provide pertinent information: name, location, telephone number, number of injured individuals, condition of the injured, first aid rendered, specific directions
 - c. Venue Instructions: Enter through the gate entrance off of W 33rd Street. MacLellan Tennis Center is on the left just past the track.
5. Retrieve emergency equipment
6. Direct EMS to scene
 - a. Send someone to the turnoff for W 33rd
 - b. Send someone to the parking lot in front of the entrance to the MacLellan Tennis Center
 - c. Show ambulance/EMS crew where the victim is located
7. Scene control
8. Contact Director of Sports Medicine, Devon Serrano, at 914-572-0317

Emergency Personnel: A certified athletic trainer will be on site for competition and available for practice.

- Devon Serrano, Director of Sports Medicine: 914-572-0317
- Austin Stevens, Head Athletic Trainer: 224-321-2427
- John Shackelford, Director of Athletics: 931-636-4656

Last Revision: April 26, 2026



Sewanee Athletics Sports Medicine

Emergency Action Plan: Chattanooga Christian School-MacLellan Tennis Center

An Injury is sustained that is life or limb threatening

Important Phone Numbers	Important Information
<ul style="list-style-type: none">• Devon Serrano, Director of Sports Medicine (Sewanee): 914-572-0317• Austin Stevens, Head Athletic Trainer (Sewanee): 224-321-2427• John Shackelford, Director of Athletics (Sewanee): 931-636-4656• Lucas Venegas, Athletic Trainer (Sewanee): 385-377-9388• Sofia Diaz Martinez, Athletic Trainer (Sewanee): 858-798-6862• Paige Patterson, Athletic Trainer (Sewanee): 587-991-9353• Emergency Personnel: 911• Jordan McDaniel, Athletic Trainer (CCS): 423-260-2251• Location: 3354 Charger Drive, Chattanooga, TN 3740	<p>An AED is located on the wall on the lefthand side by the fire extinguisher.</p>

↓

Provide care to patient as necessary

↓

Call 911 from either a landline or cell phone
Address: 3354 Charger Drive-Indoor Tennis Courts, Chattanooga, TN 37409
Event Location: Indoor Tennis Courts at Chattanooga Christian School
Ambulance Entrance to Site: Gate entrance off W 33rd Street
Ambulance Entrance to Location: In front of the main entrance to Tennis Center

↓

Notify the Sewanee Sports Medicine Staff (if not already present)
Devon Serrano, Director of Sports Medicine: 914-572-0317
Austin Stevens, Head Athletic Trainer: 224-321-2427

↓

Continue to monitor/care for patient until further emergency personnel arrive.

↓

Be prepared to give Emergency Personnel patient's demographic information

- Legal Name
- Date of Birth
- Pertinent Medical History
- Address (if known)
- Phone Number (if known)
- Emergency Contact Information

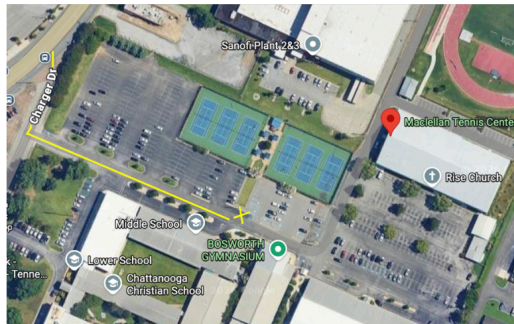
Last Revision: April 26, 2026



Sewanee Athletics Sports Medicine

Emergency Action Plan: Chattanooga Christian School-Outdoor Courts

Venue Address: 3354 Charger Drive-Outdoor Tennis Courts, Chattanooga, TN 37409	GPS Coordinates: Long: 35.0140°N Lat: 85.3231°W
Emergency Medical Facility: Erlanger Baroness Hospital, 975 E 3 rd Street, Chattanooga, TN 37403 Phone Number: 423-778-7000 Hours: 24 Hours (ER) 4.1 miles from Site (13 minutes)	Urgent Care: AFC Urgent Care Chattanooga-Northshore 306 Cherokee Blvd. #108, Chattanooga, TN 37405 Phone Number: 423-259-5997 Hours: M-F 7:30am to 8:00pm/Sat-Sun 8:00am to 5:00pm 4.7 miles from site (11 minutes)
AED Location: Gym lobby by the women's bathroom on the left OR from the indoor tennis facility by the stairs on the left	Emergency Shelter: Middle school lobby, Bosworth Gym, Maclellan Tennis Center



Role of First Responders

1. Assess the scene for safety and to identify any hazards
2. Immediate care of the injured or ill athlete
3. Care should be provided by the most qualified individual on the scene.
 - a. Do not move the athlete unless they are at further risk of injury.
4. Activate of EMS
 - a. Designate an individual to call 911
 - b. Provide pertinent information: name, location, telephone number, number of injured individuals, condition of the injured, first aid rendered, specific directions
 - c. Venue Instructions: Take the main entrance on Charger Drive down to the parking lot; tennis courts are on the left.
5. Retrieve emergency equipment
6. Direct EMS to scene
 - a. Send someone to the turnoff for Charger Drive
 - b. Send someone to the parking lot in front of the entrance to the outdoor tennis courts
 - c. Show ambulance/EMS crew where the victim is located
7. Scene control
8. Contact Director of Sports Medicine, Devon Serrano, at 914-572-0317

Emergency Personnel: A certified athletic trainer will be on site for competition and available for practice.

- Devon Serrano, Director of Sports Medicine: 914-572-0317
- Austin Stevens, Head Athletic Trainer: 224-321-2427
- John Shackelford, Director of Athletics: 931-636-4656

Last Revision: April 26, 2026

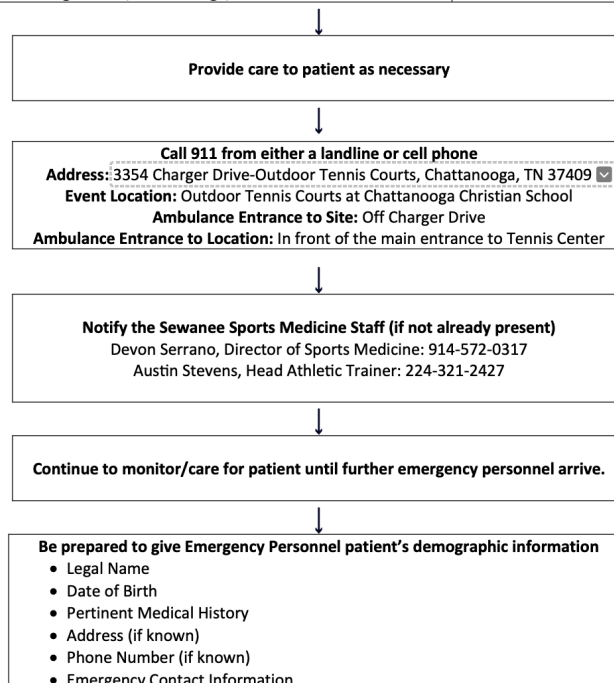


Sewanee Athletics Sports Medicine

Emergency Action Plan: Chattanooga Christian School-Outdoor Courts

An Injury is sustained that is life or limb threatening

Important Phone Numbers	Important Information
<ul style="list-style-type: none">• Devon Serrano, Director of Sports Medicine (Sewanee): 914-572-0317• Austin Stevens, Head Athletic Trainer (Sewanee): 224-321-2427• John Shackelford, Director of Athletics (Sewanee): 931-636-4656• Lucas Venegas, Athletic Trainer (Sewanee): 385-377-9388• Sofia Diaz Martinez, Athletic Trainer (Sewanee): 858-798-6862• Paige Patterson, Athletic Trainer (Sewanee): 587-991-9353• Emergency Personnel: 911• Jordan McDaniel, Athletic Trainer (CCS): 423-260-2251• Location: 3354 Charger Drive, Chattanooga, TN 3740	<p>An AED is located:</p> <ol style="list-style-type: none">1. Gym lobby by the women's bathroom on the left2. The indoor tennis facility by the stairs on the left



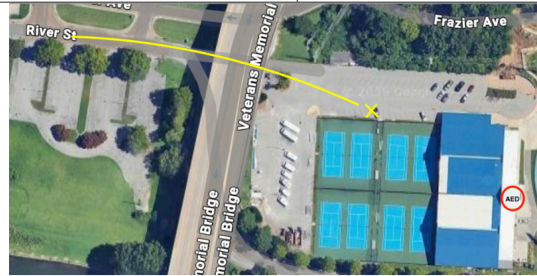
Last Revision: April 26, 2026



Sewanee Athletics Sports Medicine

Emergency Action Plan: Girls Preparatory School

Venue Address: 621 River Street, Chattanooga, TN 37405	GPS Coordinates: Long: 35.0617°N Lat: 85.3129°W
Emergency Medical Facility: Erlander Baroness Hospital, 975 E 3 rd Street, Chattanooga, TN 37403 Phone Number: 423-778-7000 Hours: 24 Hours (ER) 2.2 miles from Site (8 minutes)	Urgent Care: AFC Urgent Care Chattanooga-Northshore 306 Cherokee Blvd. #108, Chattanooga, TN 37405 Phone Number: 423-259-5997 Hours: M-F 7:30am to 8:00pm/Sat-Sun 8:00am to 5:00pm 0.8 miles from site (5 minutes)
AED Location: Backside of the Tennis Center between the outdoor restrooms	Emergency Shelter: The restrooms on the outside of the Tennis Center (tornados). Back Up for tornado or shelter in place: tennis locker room. Shelter in place only: soccer and lacrosse locker rooms.



Role of First Responders

1. Assess the scene for safety and to identify any hazards
2. Immediate care of the injured or ill athlete
3. Care should be provided by the most qualified individual on the scene.
 - a. Do not move the athlete unless they are at further risk of injury.
4. Activate of EMS
 - a. Designate an individual to call 911
 - b. Provide pertinent information: name, location, telephone number, number of injured individuals, condition of the injured, first aid rendered, specific directions
 - c. Venue Instructions: Drive down River Street toward Veterans' Bridge. As the road turns to the right, drive straight under the bridge into the parking lot. The Tennis Center will be on your right. The stadium for soccer and lacrosse is at the end of the parking lot.
5. Retrieve emergency equipment
6. Direct EMS to scene
 - a. Send someone to the turnoff for River Street
 - b. Send someone to the parking lot in front of the entrance to the outdoor tennis courts
 - c. Show ambulance/EMS crew where the victim is located
7. Scene control
8. Contact Director of Sports Medicine, Devon Serrano, at 914-572-0317

Emergency Personnel: A certified athletic trainer will be on site for competition and available for practice.

- Devon Serrano, Director of Sports Medicine: 914-572-0317
- Austin Stevens, Head Athletic Trainer: 224-321-2427
- John Shackelford, Director of Athletics: 931-636-4656

Last Revision: April 26, 2026

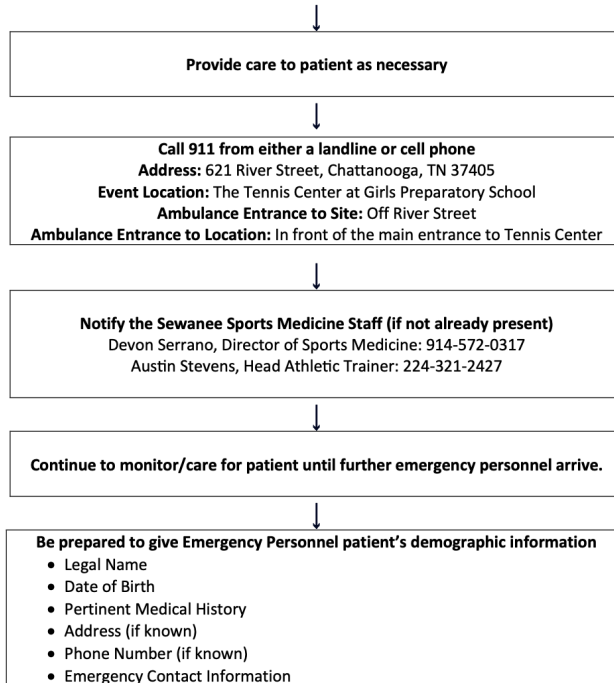


Sewanee Athletics Sports Medicine

Emergency Action Plan: Girls Preparatory School

An Injury is sustained that is life or limb threatening

Important Phone Numbers	Important Information
<ul style="list-style-type: none">• Devon Serrano, Director of Sports Medicine (Sewanee): 914-572-0317• Austin Stevens, Head Athletic Trainer (Sewanee): 224-321-2427• John Shackelford, Director of Athletics (Sewanee): 931-636-4656• Lucas Venegas, Athletic Trainer (Sewanee): 385-377-9388• Sofia Diaz Martinez, Athletic Trainer (Sewanee): 858-798-6862• Paige Patterson, Athletic Trainer (Sewanee): 587-991-9353• Emergency Personnel: 911• Michael Loving, Athletic Trainer (GPS): 901-463-6967• Allison Tennyson, Athletic Director (GPS): 469-387-3007• Main Line (GPS): 423-634-7600• Security (GPS): 423-634-7691• Location: 621 River Street, Chattanooga, TN 37405	<p>An AED is located on the backside of the Tennis Center between the outdoor restrooms.</p>



Last Revision: April 26, 2026







Sewanee Athletics Sports Medicine

Emergency Action Plan: McCallie School (Strang-Vogues Tennis Center)

Venue Address: 500 Dodds Ave, Chattanooga, TN 37404	GPS Coordinates: Long: 35.0263°N Lat: 85.1641°W
Emergency Medical Facility: Parkridge Medical Center, 2333 McCallie Ave, Chattanooga, TN 37404 Phone Number: 423-698-6061 Hours: 24 Hours (ER) 0.7 miles from Site (2 minutes)	Urgent Care: AFC Urgent Care Chattanooga-Northshore 306 Cherokee Blvd. #108, Chattanooga, TN 37405 Phone Number: 423-259-5997 Hours: M-F 7:30am to 8:00pm/Sat-Sun 8:00am to 5:00pm 0.7 miles from site (14 minutes)
AED Location: Inside the Strang-Vogues Tennis Center (Indoor Courts)	Emergency Shelter: Inside the Strang-Vogues Tennis Center (Indoor Courts)



Emergency Action Plan KEY
Cold Immersion Tub 
Severe Weather shelter 
Golf cart 
AED 
Emergency Signal: Clenched fist held overhead

Role of First Responders

1. Assess the scene for safety and to identify any hazards
2. Immediate care of the injured or ill athlete
3. Care should be provided by the most qualified individual on the scene.
 - a. Do not move the athlete unless they are at further risk of injury.
4. Activate of EMS
 - a. Designate an individual to call 911
 - b. Provide pertinent information: name, location, telephone number, number of injured individuals, condition of the injured, first aid rendered, specific directions
 - c. Venue Instructions: Courts are located at 500 Dodds Ave, along Burkett Miller Drive, right on Lewis Street, then left on Kirby Ave. McCallie Security will direct emergency personnel from main gate (position 1) along Burkett Miller to the emergency site (position 2).
5. Retrieve emergency equipment
6. Direct EMS to scene
 - a. Send someone to the turnoff for River Street
 - b. Send someone to the parking lot in front of the entrance to the outdoor tennis courts
 - c. Show ambulance/EMS crew where the victim is located
7. Scene control
8. Contact Director of Sports Medicine, Devon Serrano, at 914-572-0317

Emergency Personnel: A certified athletic trainer will be on site for competition and available for practice.

- Devon Serrano, Director of Sports Medicine: 914-572-0317
- Austin Stevens, Head Athletic Trainer: 224-321-2427
- John Shackelford, Director of Athletics: 931-636-4656

Last Revision: May 5, 2026



Sewanee Athletics Sports Medicine

Emergency Action Plan: McCallie School (Strang-Vogues Tennis Center)

An Injury is sustained that is life or limb threatening

Important Phone Numbers	Important Information
<ul style="list-style-type: none"> • Devon Serrano, Director of Sports Medicine (Sewanee): 914-572-0317 • Austin Stevens, Head Athletic Trainer (Sewanee): 224-321-2427 • John Shackelford, Director of Athletics (Sewanee): 931-636-4656 • Lucas Venegas, Athletic Trainer (Sewanee): 385-377-9388 • Sofia Diaz Martinez, Athletic Trainer (Sewanee): 858-798-6862 • Paige Patterson, Athletic Trainer (Sewanee): 587-991-9353 • Emergency Personnel: 911 • Jersey DeMarco, Athletic Trainer (McCallie School): 423-802-8093 • Location: 500 Dodds Ave, Chattanooga, TN 37404 	<p>An AED is located inside the Strang-Vogues Tennis Center (Indoor Courts)</p>

↓

Provide care to patient as necessary

↓

Call 911 from either a landline or cell phone
Address: 500 Dodds Ave, Chattanooga, TN 37404
Event Location: Strang-Tennis Center at the McCallie School
Ambulance Entrance to Site: Off Burkett Miller Drive
Ambulance Entrance to Location: In front of the main entrance to Tennis Center

↓

Notify the Sewanee Sports Medicine Staff (if not already present)
 Devon Serrano, Director of Sports Medicine: 914-572-0317
 Austin Stevens, Head Athletic Trainer: 224-321-2427

↓

Continue to monitor/care for patient until further emergency personnel arrive.

↓

Be prepared to give Emergency Personnel patient's demographic information

- Legal Name
- Date of Birth
- Pertinent Medical History
- Address (if known)
- Phone Number (if known)
- Emergency Contact Information


Last Revision: May 5, 2026

APPENDIX F – Event Direct



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



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

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

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

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

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



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

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



NCAA Event Direct - RETURNING - installation & registration instructions

I utilized NCAA Event Direct during the 2022-23 Championship Season

1. Navigate to the NCAA Event Direct app on your phone; this will be the same mobile app you utilized during the 2022-23 championship season. **Move ahead to step #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 or scan the QR code to the right. 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. Ensure you are logged out of the app: on the Event Direct Home page, navigate to the dropdown menu via the icon in the top left. Choose **Logout**. If the option shown is “**Login**”, you are confirmed as already logged out.
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. Ensure you are logged out of the app: on the Event Direct Home page, navigate to the dropdown menu via the icon in the top left. Choose **Logout**. If the option shown is “**Login**”, you are confirmed as already logged out.
 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.
-