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<td>22</td>
<td>Weather</td>
<td>22</td>
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Tournament Contact Information

Championship Facilities

Champions Tennis Club
3400 Lupton Drive
Chattanooga, TN 37351
423-870-3112
http://sewaneetigers.com

Indoor Facilities

McCallie School
500 Dodds Ave
Chattanooga, TN 37404
The Baylor School
171 Baylor School Road
Chattanooga, TN 37405

Tournament Directors

John Shackelford
Men’s Tennis Coach
The University of the South
Cell: 931.636.4656
Office: 931.598.1485
jshackel@sewanee.edu
Felix Mann
Assistant Tennis Coach
Tournament Manager
Cell: 571-278-5132
femann@sewanee.edu

Tournament Personnel

Darren Potkey
Referee
404-256-9543
potkey@ustageorgia.com
Andrew Rogers
Chief Umpire
423-322-7919
arogers@sescosupply.com
Dickie McCarthy
Assistant Director of Athletics
The University of the South
Office: 931-598-1323
dmccarthy@sewanee.edu
Jane Hawkins
Athletics Office Coordinator
The University of the South
Office: 931-598-1284
jhawkins@sewanee.edu
Ray Knight
Head Athletic Trainer
The University of the South
Cell: 931-308-5869
Clayton Felts
Sports Information
The University of the South
Office: 931-598-1136
Shawna Laurendine
Senior Woman Administrator
The University of the South
Office: 931-598-3361
Mark Webb
Director of Athletics
The University of the South
Office: 931-598-1388
NCAA Staff

Anjellica Rospond (women’s)
317-917-6075 (o)
317-403-2738 ©
317-917-6826 (fax)
arospond@ncaa.org

Alaina Keller (men’s)
317-917-6267 (o)
317-364-1222 (c)
317-917-6826 (fax)
akeller@ncaa.org

NCAA Division III Men’s Tennis Committee

**Atlantic South**

Marty Perry
Director of Tennis
Virginia Wesleyan College
757-233-8796 (o)
mperry1@vwc.edu

**Central**

Adam Strand
Head Tennis Coach
Luther College
563-387-2181 (o)
strandad@luther.edu

**Northeast**

Tracy King (chair)
Commissioner
Liberty League
518-276-2995 (o)
tking@libertyleagueathletics.com

**West**

Steve Bickham
Head Men’s Tennis Coach
Pomona Pitzer Colleges
909-621-8427 (o)
Steve.bickham@pomona.edu

NCAA Division III Women’s Tennis Committee

**Atlantic South**

Conchie Shackelford
Women’s Tennis Coach
The University of the South
931-636-4657
cshackel@sewanee.edu

**Central**

Mike Krizman (chair)
Assistant Commissioner
CCIW
630-637-5719 (o)
mkrizman@cciw.org

**Northeast**

Allison Swain
Head Women’s Tennis Coach
Williams College
413-597-2427
alison.m.swain@williams.edu

**West**

Jennifer Dubow
Commissioner
SCIAC
949-563-6434
jdubow@thesciac.org
Section 1—Schedule of Events

Sunday May 21

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m. to 4 p.m.</td>
<td>Practice</td>
<td>Champions Club</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Coaches Meeting and Player Social</td>
<td>Hunter Museum</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>Team Banquet</td>
<td>Chattanooga, TN 37403</td>
</tr>
<tr>
<td></td>
<td>(Teams and Coaches only)</td>
<td>Hunter Museum</td>
</tr>
</tbody>
</table>

Monday, May 22

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Courts</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am</td>
<td>Williams vs. Chicago</td>
<td>1 &amp; 3, 9-12</td>
</tr>
<tr>
<td>8:30 a.m.</td>
<td>Middlebury vs. Johns Hopkins</td>
<td>2 &amp; 4, 5-8</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>CMS vs. Wash. U</td>
<td>1 &amp; 3, 13-16</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>Bowdoin vs. Emory</td>
<td>2 &amp; 4, 17-20</td>
</tr>
<tr>
<td>2 p.m.</td>
<td>Emory vs. Williams</td>
<td>1 &amp; 3, 9-12</td>
</tr>
<tr>
<td>2 p.m.</td>
<td>Bowdoin vs. Wash. U</td>
<td>2 &amp; 4, 5-8</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td>CMS vs. Wesleyan</td>
<td>1 &amp; 3, 13-16</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td>Middlebury vs. Gustavus Adolphus</td>
<td>2 &amp; 4, 17-20</td>
</tr>
</tbody>
</table>

Awards Presentations will immediately follow each match
## Tuesday, May 23

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Courts</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m. to 5 p.m.</td>
<td>Practice</td>
<td>Champions Club</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Baylor School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>McCallie</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GPS</td>
</tr>
<tr>
<td>10 a.m.</td>
<td>Women’s Semifinal Match</td>
<td>1 &amp; 3, 9-12</td>
</tr>
<tr>
<td>10 a.m.</td>
<td>Women’s Semifinal Match</td>
<td>2 &amp; 4, 5-8</td>
</tr>
<tr>
<td>2 p.m.</td>
<td>Men’s Semifinal Match</td>
<td>1 &amp; 3, 13-16</td>
</tr>
<tr>
<td>2 p.m.</td>
<td>Men’s Semifinal Match</td>
<td>2 &amp; 4, 17-20</td>
</tr>
<tr>
<td>Not before 5 p.m.</td>
<td>Draws for Individual Championships</td>
<td></td>
</tr>
</tbody>
</table>

*Awards Presentations will immediately follow each match*

## Wednesday, May 24

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Courts</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m. to 5 p.m.</td>
<td>Practice</td>
<td>Champions Club</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Baylor School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>McCallie</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GPS</td>
</tr>
<tr>
<td>11 a.m.</td>
<td>Women’s Championship Match</td>
<td>The McCallie School</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>Men’s Championship Match</td>
<td>The McCallie School</td>
</tr>
<tr>
<td>4 p.m.</td>
<td>Individual Coaches Meeting</td>
<td>The McCallie School</td>
</tr>
<tr>
<td></td>
<td>- In Alumni Hall</td>
<td></td>
</tr>
<tr>
<td>7 p.m.</td>
<td>Banquet for Individual Participants</td>
<td>Chattanooga Aquarium-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Broad Street 37402</td>
</tr>
</tbody>
</table>

*Awards Presentations will immediately follow each match*

## Thursday, May 25

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Courts</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m. to 5 p.m.</td>
<td>Practice</td>
<td>Champions Club</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Baylor School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>McCallie</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GPS</td>
</tr>
<tr>
<td>9 a.m.</td>
<td>Women’s Singles Round of 32</td>
<td></td>
</tr>
<tr>
<td>Not before 11 a.m.</td>
<td>Men’s Singles Round of 32</td>
<td></td>
</tr>
<tr>
<td>Not before 1 p.m.</td>
<td>Women’s Singles Round of 16</td>
<td></td>
</tr>
<tr>
<td>Not before 2:30 p.m.</td>
<td>Men’s Singles Round of 16</td>
<td></td>
</tr>
<tr>
<td>Not before 3 p.m.</td>
<td>Women’s Doubles Round of 16</td>
<td></td>
</tr>
</tbody>
</table>
### Friday, May 26

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Courts</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m. to 5 p.m.</td>
<td>Practice</td>
<td>Champions Club</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Baylor School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>McCallie</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GPS</td>
</tr>
<tr>
<td>9 a.m.</td>
<td>Women’s Singles Quarterfinals</td>
<td>Women’s Singles Quarterfinals</td>
</tr>
<tr>
<td>10:30 a.m.</td>
<td>Men’s Singles Quarterfinals</td>
<td>Men’s Singles Quarterfinals</td>
</tr>
<tr>
<td>Not before 1 p.m.</td>
<td>Women’s Singles Semifinals</td>
<td>Women’s Singles Semifinals</td>
</tr>
<tr>
<td>Not before 2:30 p.m.</td>
<td>Men’s Singles Semifinals</td>
<td>Men’s Singles Semifinals</td>
</tr>
<tr>
<td>Not before 3 p.m.</td>
<td>Women’s Doubles Quarterfinals</td>
<td>Women’s Doubles Quarterfinals</td>
</tr>
<tr>
<td>Not before 4:30 p.m.</td>
<td>Men’s Doubles Quarterfinals</td>
<td>Men’s Doubles Quarterfinals</td>
</tr>
</tbody>
</table>

*Awards Presentations will immediately follow each match*

### Saturday, May 27

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Courts</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 a.m.</td>
<td>Women’s Singles Finals</td>
<td>Men’s Singles Finals</td>
</tr>
<tr>
<td>Not before 11:30 p.m.</td>
<td>Women’s Doubles Semifinals</td>
<td>Women’s Doubles Semifinals</td>
</tr>
<tr>
<td>Not before 2 p.m.</td>
<td>Women’s Doubles Finals</td>
<td>Men’s Doubles Finals</td>
</tr>
</tbody>
</table>

*Awards Presentations will immediately follow each match*
Section 2—Participant Checklist

Monday, May 15

● Deadline to submit institution colors and institution logo (AI or EPS format) to John Shackelford (refer to section 4) (jshackel@sewanee.edu)-no later than 5 p.m. Eastern time
● Deadline to submit banquet videos and photos to John Shackelford (jshackel@sewanee.edu)-no later than Noon.

Tuesday, May 16

● Deadline to make hotel reservations reservations is 5 p.m. Eastern time (refer to Section 10). All teams and individual participants must contact Jane Hawkins directly (931- 598-1284) or jhawkins@sewanee.edu in order to participate in NCAA room blocks at the Chattanooga Downtown Marriott, Embassy Suites Hamilton Place, or the Fairfield Inn and Suites Chattanooga East. Do not call the hotel directly.
● 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. Agenda will be emailed out to all teams Monday, May 15
● Deadline to submit a nomination for student athlete speakers at the team banquet are due to Anjellica Rospond (arospond@ncaa.org) and Alaina Keller (akeller@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 17

● Deadline to submit a nomination for the Elite 90 Award 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. Agenda will be emailed out to all individuals Monday, May 15.
● Pre-order final site championship merchandise by going to http://www.ncaateamwear.com. All orders must be placed no later than 11 p.m. Eastern time. (Refer to Section 14)

Sunday, May 21

● Team check-in. Champions Club - 3400 Lupton Drive
● Check in time: Teams will coordinate with John Shackelford and Felix Mann upon their arrival.

Wednesday, May 24

● Individual participant check-in. Champions Club- 3400 Lupton Drive.
● Check in time: 11-5 p.m.

Post Championship

● Deadline to complete the Final Site Championship Evaluation form is Friday, June 2 at 5 p.m. Eastern time.
● Place order for participant mementos through MainGate. (Refer to Section 15)
● Deadline to submit reimbursement requests is Tuesday, July 11. (Refer to Section 8)
Section 3—*Championship Websites*

- 2017 NCAA Division III Men’s and Women’s Tennis Championship host site:
  - [http://sewaneetigers.com](http://sewaneetigers.com)
- NCAA Division III Men’s Tennis Championship:
- NCAA Division III Women’s Tennis Championship:
  - [www.ncaa.com/championships/tennis-women/d3](http://www.ncaa.com/championships/tennis-women/d3)
- 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 Tennis Club. 3400 Lupton Drive, Chattanooga, TN.

**Logos**

All participating teams and individuals must submit their institutional logo and colors to John Shackelford (jshackel@sewanee.edu) for use on scoreboards and facility signage no later than 5 p.m. on Monday, May 15. Logos should be Adobe Illustrator or EPS format. Please indicate the team name on the subject line of the email.

**Credentials**

Credential terms and conditions can be found at [www.ncaa.com/content/credential-terms-and-conditions](http://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 is:

- **Participating Student Athletes**: 9
- **Non-Athletes**: 2

**Individual**

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

- **Non-Athletes**
  - Participating Student Athletes: 1-5
  - Participating Student Athletes: 6-10
Section 5—Banquets and Hospitality

Team Banquet
The team banquet will begin with team photos Sunday, May 21 at 6 p.m. Eastern time at the Hunter Museum located at 10 Bluff Ave, Chattanooga, TN. There will be a coaches meeting at 6 p.m. The team banquet program will begin at 6:30 p.m. This banquet is for team members and coaches only. (Travel party of 11) Attire for the banquet is sport coat and slacks for men, skirt or dress slacks for women.

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 nomination received. The deadline to receive a nomination is 5 p.m. Eastern time on Tuesday, May 16 to arospond@ncaa.org and akeller@ncaa.org.

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

● Simply put in two-three sentences describe your school to others so that they will have an appreciation for your institution and community, the effort 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 individuals banquet will begin with individual photos Wednesday, May 24 at 7 p.m. Eastern time at the Chattanooga Aquarium located at 1 Broad Street, Chattanooga, TN. This event is for student-athletes participating in the individual singles and/or doubles championships and their coaches, and will include all participants in both the men’s and women’s championship matches. Team championship and finalist trophies will be presented at the banquet. A credential is required for admission to the banquet.

A video for both the team and individual banquet will be developed and shown as part of the program at each banquet. Please send short video clips and/or photos of qualifying teams, individuals, and doubles teams to John Shackelford (jshackel@sewanee.edu). Submissions are due by noon eastern time on Tuesday, May 17 to allow for editing time to produce the banquet videos.

Hospitality
There will be a hospitality tent for student-athletes located in the backboard area of The Champions Tennis Club adjacent to court #3. This area will contain snacks and beverages for student-athletes and coaches between matches. A credential is required to access the hospitality area.
Section 6—Drug Testing

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

Participating Institution Notification
The institutional representative will be notified of drug testing no sooner than two hours prior 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 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 the 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, 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’s completing the drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or the 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 upon the student-athlete’s ability to provide an adequate specimen. If the student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed in 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 time allotted 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 2 by 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 $90.00 for a total of 4 ½ days.

**Individual**
Each participating individual and their coach will receive per diem of $90.00 per day for 4 ½ days. Any participating individual or coach who also participated in the team competition will receive a total per diem of $90.00 per day for a total of nine days (4 ½ days for team competition and 4 ½ days for individual competition).

**Travel Expense System (TES)**
Expense reimbursement for participation in the 2016-17 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 request in a timely manner.

**Travel Exceptions**
Be advised that if extraordinary circumstances warrant an exception to the Association’s guidelines, you must contact the NCAA’s travel department for approval PRIOR TO confirming and 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 email at travel@ncaa.org.
Section 9—Facility

The Champions Club Tennis Complex, open to the public, features 20 hard courts, a 6,000 square foot clubhouse with lockers, showers, viewing areas, and pro-shop. Champions Club serves as an exciting destination for national, regional, and state tennis tournaments that bring an estimated $2.9 million to the area each year. The public and aspiring athletes are welcome to watch these top-level competitors. Local leagues, lessons, summer camps, and professional coaches trainings are also a part of the on-going programs. The facility is ADA accessible.

Shipping Address
The Champions Club Tennis Complex
c/o Orlando Lourenco
3400 Lupton Drive
Chattanooga, TN 37415
(423) 355-7099

Admission
There will be no charge for admission at the 2017 NCAA Division III Men’s and Women’s Tennis Championships.
Practice Courts

Practice courts will be available at The Champions Club Tennis Complex, The Baylor School, McCallie School and Girls Preparatory School before every match and also all day on Sunday, May 21. On Sunday, May 21 all teams will have assigned practice court times and team picture appointments. Teams will be guaranteed a minimum of four courts for a 90 minute block. Please contact John Shackelford or Felix Mann with arrival details.

Stringing

Stringing will be available throughout the championship at the Champions Tennis Club Pro Shop. The cost per racket will be $15.00 for players providing their own string, $22.00 if purchasing string. All rackets will be strung same day or by the start of play the following morning.

If teams need several rackets done on arrival please notify John Shackelford (jshackel@sewanee.edu) to insure that all rackets are done on the busiest days.

Pro Shop Hours: 7 a.m. to End of play

Locker Rooms

Showers and locker rooms are available at the Champions Tennis Club. Teams and players should bring their own towels.

Parking

Parking for team vans and NCAA staff will be located in designated areas immediately in front of the entrance to The Champions Tennis Club. Teams will be issued parking passes to enter reserved areas. Additional overflow parking is also located in front of the tennis center and in an adjacent lot at the entrance to Riverside Park.

Indoor Back-Up Courts

In the event of inclement weather the NCAA Men’s and Women’s Tennis Committee in conjunction with the Referee and tournament director will make the decision when to move play indoors.

Two sites will be used for indoor play.

<table>
<thead>
<tr>
<th>McCallie School</th>
<th>The Baylor School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six Courts</td>
<td>Eight Courts**</td>
</tr>
<tr>
<td>500 Dodds Ave</td>
<td>164 Old Signal Mtn Road ***</td>
</tr>
<tr>
<td>Chattanooga, TN 37404</td>
<td>Chattanooga, TN 37405</td>
</tr>
</tbody>
</table>

** Eight courts in two buildings. Only four courts will be used in one building during team match play.
*** Please use rear entrance to school to enter directly into the tennis center area. Located just past Surf’s Up Car Wash at 407 Old Signal Mountain Road.
Section 10 —Hotels

All teams and individual participants must contact Jane Hawkins directly (931) 598-1284 or jhawkins@sewanee.edu in order to participate in NCAA room blocks at the Chattanooga Downtown Marriott, Embassy Suites Hamilton Place, or the Fairfield Inn and Suites Chattanooga East. Do not call the hotel directly to participate in room blocks. The deadline to make hotel reservations at any of the designated hotel properties is 5 p.m., Eastern time on Tuesday, May 16.

Chattanooga Downtown Marriott – 2 Carter Plaza, Chattanooga, TN 37402
Embassy Suites Hamilton Place – 2321 Lifestyle Way, Chattanooga, TN 37421
Fairfield Inn and Suites 2345 Shallowford Village Drive, Chattanooga (423) 499-3800

Chattanooga

Chattanooga, Tennessee is one of the South’s top travel destinations. In fact, the New York Times named Chattanooga TN one of the “Top 45 Places to go” in the World. Only four US destinations were named and the Scenic City was the only place outside of California. And it’s no wonder. Tucked between the mountains of Southeast Tennessee, along the beautiful Tennessee River, Chattanooga TN is one of America’s most breathtaking cities. But that’s just the beginning of what the Scenic City has to offer. There’s a world of outdoor adventure, amazing restaurants, live events, art and world-class attractions waiting for you here.

Chattanooga is continuously evolving and growing, so you’ll always find new events, music venues, attractions, hotels, and restaurants popping up all over the city. Noted as one of the most revitalized cities in America, Chattanooga is the only city in the world to receive the Best Town Ever designation – not once, but twice. Whether you’ve been here before or you’re planning your first trip, it’s never been a more exciting time to visit Chattanooga.

Downtown Chattanooga. (Downtown Marriott)

Downtown is just the springboard for things to do in Chattanooga. Located right off of I-24, The Chattanooga downtown attractions, hotels, restaurants, shopping venues and convention center are conveniently connected by a FREE, electric shuttle or you can try out our new Bike Share program. And then downtown to atop Lookout Mountain – it’s only six miles!

Hamilton Place Chattanooga (Embassy Suites/Fairfield Inn)

Hamilton Place Area is the heart of the shopping district for Chattanooga. Located right off I-75, just 10 minutes away from Downtown, it offers numerous hotels, restaurants, and hundreds of shopping destinations, including Hamilton Place Mall. The Hamilton Place shopping complex includes over one million square feet of retail bliss inside the two-story mall that features six department stores along with more than 150 specialty shops.

Section 11—Meetings

Two mandatory coaches meetings will take place during the tournament. The meeting for the team championship will take place at the Hunter Museum at 6 p.m., Sunday, May 21 Eastern time. Players
will have a separate area for hors d’oeuvres and refreshments during the coaches meeting. The meeting for the individual’s championship will take place at 3 p.m., Wednesday, May 24 at The Champions Tennis Club.

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) -

Section 13—Medical

Ray Knight MS, ATC
Head Athletic Trainer
The University of the South
931-598-1293 (o)
931-308-5869 (c)
rknight@sewanee.edu

Overview
The Athletic Training Staff at the University of the South welcomes you to the 2017 NCAA Division III Men’s and Women’s Tennis Championships.

There will be a minimum of 2 state licensed / NATABOC Certified Athletic Trainers present at the Champions Club 1.5 hours prior to the first practice, or match daily.

The Sports Medicine area will be located in a tent on the back side of the clubhouse at the Champions Club Tennis Facility. It will consist of the following: 2-3 treatment / taping tables, one Electrical Muscle Stimulator/US Combo Unit, one hydrocollator unit, crutches, vacuum splints, one fully stocked sports medicine kit, injury ice, ice bags, and other necessary modalities.

For all advanced modalities, please send in advance written permission from your institution’s Athletic Trainer or physician. Email is also acceptable at rknight@sewanee.edu.
If you have any questions or concerns prior to your arrival, please feel free to contact Ray Knight at 931-598-1293 or via email at rknight@sewanee.edu.

**Important Sports Medicine related numbers and addresses**

<table>
<thead>
<tr>
<th>CHI Memorial Hospital Hixson</th>
<th>Erlanger North Hospital</th>
<th>Erlanger Hospital Downtown (Trauma)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2051 Hamill Road</td>
<td>632 Morrison Springs Rd</td>
<td>975 East 3rd Street</td>
</tr>
<tr>
<td>Hixson, TN 37343</td>
<td>Chattanooga, TN 37415</td>
<td>Chattanooga, TN 37403</td>
</tr>
<tr>
<td>423-495-7100</td>
<td>423-778-3393</td>
<td>423-778-7000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Walgreens in Hixson</th>
<th>Walgreens in Red Bank</th>
<th>Walgreens Downtown Northshore</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open 24 Hours</strong></td>
<td><strong>Open 8am – 10pm</strong></td>
<td><strong>Open 6am – 12am</strong></td>
</tr>
<tr>
<td>5478 TN-153</td>
<td>4039 Dayton Blvd</td>
<td>110 North Market Street</td>
</tr>
<tr>
<td>Hixson, TN 37343</td>
<td>Red Bank, TN 37415</td>
<td>Chattanooga, TN 37405</td>
</tr>
<tr>
<td>423-875-0855</td>
<td>423-870-0859</td>
<td>423-752-8104</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Centre for Sports Medicine Orthopedic Urgent Care Clinic</th>
<th>Centre for Sports Medicine Orthopedic Urgent Care Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open 8 a.m. – 4 p.m.</strong></td>
<td><strong>Open 8 a.m. – 4 p.m.</strong></td>
</tr>
<tr>
<td>Hixson Office</td>
<td>McCallie Office Downtown</td>
</tr>
<tr>
<td>2051 Hammill Road, #3000</td>
<td>2415 McCallie Avenue</td>
</tr>
<tr>
<td>Hixson, TN 37343</td>
<td>Chattanooga, TN 37404</td>
</tr>
<tr>
<td>423-624-2696</td>
<td>423-624-2696</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AFC Urgent Care Hixson</th>
<th>UT Institute for Sport and Health</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open 8 a.m. – 8 p.m.</strong></td>
<td><strong>By appointment only</strong></td>
</tr>
<tr>
<td>5546 TN-153, #120</td>
<td>632 Morrison Springs Road, Suite 202</td>
</tr>
<tr>
<td>Hixson, TN 37343</td>
<td>Chattanooga, TN 37405</td>
</tr>
<tr>
<td>423-443-3824</td>
<td>423-778-3390</td>
</tr>
</tbody>
</table>

### Section 14- Merchandise

Event 1, Inc., the official souvenir merchandiser for the NCAA, is offering participating teams the opportunity to pre-order shirts for the Finals of the 2017 NCAA Division III Men’s and Women’s Tennis Championships.

Go to [http://www.ncaateamwear.com](http://www.ncaateamwear.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 18**. Orders submitted after this time will not be accepted.

As a point of information, these shirts also will be available for sale at The Champions Tennis Club in
Chattanooga. 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 2017 NCAA Division III Men’s and Women’s Tennis Championships is Wednesday, May 17 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
This year, a jacket and compression socks will serve as the participation awards provided to student-athletes and their travel party who advance to the championship final sites. Try-on sample table will be located at the registration desk.

Jacket Style Choice

| Villa Fleece | Synapse | Hooded Tephra |

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 travel party) which can be redeemed only at 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 NCAA-Awards.com using your Certificate Code.

If you would like to purchase additional awards you will have the opportunity to do so online via
personal credit card.

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), Customer Service (866-945-7267), or your NCAA championship manager.

Section 16—Participant Expectations and 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 committees’ 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 16. 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, than 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](http://www.ncaa.com/diiiWomensTennis) and the men’s championship: [www.ncaa.com/diiiMensTennis](http://www.ncaa.com/diiiMensTennis). Please contact Michelle Forkner (mforkner@ncaa.org; 6775) with any questions.

Section 19—Restaurants

[Chattanooga Visitors Guide](http://www.chattanoogafun.com)
Section 20—Special Olympics Involvement

Four Chattanooga students will be selected from the local Special Olympics program to serve as team captains for the men's and women's national championship matches. Students will walk out with the team's and participate in the introductions as an honorary team captain. Each team is asked to bring one extra school shirt for the student to wear. All participants will be invited to the individual banquet on May 24 at the Chattanooga Aquarium.

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 for each match. Each student-athlete will receive the patches for their first match at the site at the coaches meeting.
Student-athletes advancing in the championship will receive patches at the conclusion of the match they win.

**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 22—Weather**

**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.