

2006 SEC Women's Tennis Championships

April 20th – 23rd



**Linder Stadium at
Ring Tennis Complex
University of Florida
Gainesville, Florida**

Tournament Participant Manual

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**CHAMPIONSHIP ADMINISTRATIVE TEAM
(ALL PHONE NUMBERS ARE 352 AREA CODE)**

Director of Athletics	Jeremy N. Foley 375-4683, ext. 6000
Senior Associate Director of Athletics	Greg McGarity 375-4683, ext. 6049
Florida Tennis Coach	Roland Thornqvist 375-4683, ext. 4681
Tournament Director	Michael Spiegler 375-4683, ext. 6035 352-316-4327 cellular
Ticket Manager	Robyn McElroy 375-4683, ext. 6821
Asst. Tournament Director	Jack Pfaff 375-4683, ext. 6033 352-318-3457 cellular
Operations	Natalie Gonzalez 375-4683, ext. 6043
Sports Information	Kathy Cafazzo 375-4683, ext. 6133
Training Room	Angie Sheppard 375-4683, ext. 4831 Paul Kinney 375-4683, ext. 5106
Equipment Manager	Jay Kee 375-4683, ext. 4310
Marketing Director	Lauren Perkins 375-4683, ext. 6604
Concessions	Charlie Maloney 375-4683, ext. 6566
Gift Shop Merchandise	John Sullivan 375-4683, ext. 6514

SEC Contact/Head Referee

SEC Director of Championships

Laronica Conway
205-458-3000 Phone
205-458-3031 Fax
lconway@sec.org

Debbie Corum
205-458-3000 Phone
205-458-3031 Fax
dcorum@sec.org

Head Referee

David Stanley
352-392-0201 x 222 Phone
352-373-9564 Fax
djstan@ufl.edu

IMPORTANT DATES

Sunday, April 16 – Tournament Seeding/Bracket will be announced by the conference office. You may notify Jack Pfaff (352-375-4683 ext. 6033 or jackp@gators.uaa.ufl.edu) of your preferred practice time slot for Wednesday, April 19 and Thursday, April 20 at any time following the release of the bracket.

Monday, April 17 – The Cabot Lodge must receive your reservations regarding rooming arrangements. If your school decides not to stay at the Cabot Lodge, you must contact Michael Spiegler at 352-375-4683 ext. 6035 by this date and let him know where you will be staying.

Tuesday, April 18 – Notify Michael Spiegler of your school's official party members. (Attachment included)

SCHEDULE OF EVENTS

Wednesday, April 19

8am–6pm	Courts Available for Practice	Reservations required
7pm	Dinner/Reception	Touchdown Terrace
8pm	Mandatory Coaches Meeting	Booster Board Room

Thursday, April 20

10am–6pm	Courts available for practice (Rec Center)	Reservations required
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First Round

10am	Match 1		Varsity Courts
10am	Match 2	TBA**	Stadium Courts
2pm	Match 3		Varsity Courts
2pm	Match 4		Stadium Courts

Friday, April 21

Quarterfinals

10am	Match 5		Stadium Courts
10am	Match 6	TBA**	Varsity Courts
2pm	Match 7		Stadium Courts
2pm	Match 8		Varsity Courts

Saturday, April 22

Semifinals

10am	Match 9: Match 5 Winner vs. Match 6 Winner	Stadium Courts
2pm	Match 10: Match 7 Winner vs. Match 8 Winner	Stadium Courts

Sunday, April 23

Championship

Noon	Match 11: Match 9 Winner vs. Match 10 Winner	Stadium Courts
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** Matches will be assigned once the bracket is announced. Host institution will play all matches on the stadium courts.

AWARDS

Those student-athletes receiving First-Team All-SEC honors shall be announced at the banquet the evening before the start of the Conference Championship.

BANQUET

The banquet will be held on Wednesday, April 19 at 7:00pm in the Holloway Touchdown Terrace located in the north end of Ben Hill Griffin Stadium. Directions: Ben Hill Griffin Stadium is located on the east side of Gale Lemerand Drive. Parking is available across Lemerand Drive in the O'Connell Center parking lot. From the parking area, cross the street and enter football stadium at Gate 7. Follow signs to elevators and the Touchdown Terrace is on the 3rd floor.

COACHES' MEETING

The coaches' meetings will be conducted at the Booster Board Room at Ben Hill Griffin Stadium to discuss the administration of the championship and other pertinent items. The meeting will begin at approximately 8:00pm.

COACHING AND PLAYING COURT RESTRICTIONS

Coaching will be permitted at the championship, provided it does not interfere with play. Head coaches must be able to verify that the designated assistant coach is recognized by the institution. Coaches are allowed to coach during the 30-seconds between points and during the 90-second change of sides. Coaches must remain seated except during the change of sides. Coaching is permitted by both coaches and players; however, only one individual may coach on a court at one time. Coaches will not be permitted to use electronic devices to communicate with one another or student-athletes.

CREDENTIALS

Each team shall be allowed a maximum of fifteen (15) passes for the official traveling party. Please fax the Official Travel List to Michael Spiegler on Tuesday, April 18, 2006. See Appendix "A".

DEFAULTS

All matches will be scheduled at definite times. Players must check in at the championship desk 15 minutes prior to scheduled match time. Defaults will be called 15 minutes after match time.

Any player who acts in any way that is not in the best interest of the game also may be defaulted. Additionally, misconduct by a coach will result in a first warning and further misconduct will warrant removal from the match. This decision will be made by the head referee and/or games committee.

HOST HOTEL

The Cabot Lodge is the host hotel for all teams during the SEC Women's Tennis Championship. These rooms should be secured through the hotel and each participating institution is responsible for contacting the hotel to make necessary arrangements and to provide rooming lists. It is each institution's responsibility to notify the hotel as to accommodation plans pending elimination from the tournament. If your team is not going to stay at the host hotel, you are obligated to call the hotel and the Tournament Director, Michael Spiegler.

Each participating institution is responsible for making its own special arrangements for meeting rooms, meals and other functions.

Cabot Lodge

3726 SW 40 Boulevard
Phone: 352-375-2400
Fax: 352-335-2321

Directions from I-75: Exit I-75 at Archer Road (exit #384) and travel east on Archer Road approximately 2/10 mile to SW 40 Boulevard and turn left. Cabot Lodge is on the left behind McDonald's Restaurant.

The SEC's Representative will be staying at:

Residence Inn by Marriott
4001 SW 13th Street
Phone: 352-371-2101

Officials Accommodations will be at:

Comfort Inn West
3440 SW 40th Blvd
Phone: 352-264-1771

No teams will be allowed to stay at either the Residence Inn or the Comfort Inn.

LINEUPS/REPLACEMENT/ALTERNATES

ITA rules will be followed regarding line-up changes. The line-up will be submitted on Monday, the week of the championship. Changes to the line-up must be submitted 30 minutes prior to match time. Only injury substitutions can be made at any time prior to the beginning of play for singles.

LAUNDRY

Laundry facilities are available. They are located in the Lemerald Athletic Center. Please refer to Appendix "D" for location. Contact Jay Kee 352-375-4683, ext. 4310.

LOCKER ROOMS

There is one locker room available for visiting players. The room is equipped with shower facilities.

OFFICIALS

The head referee for SEC Women's Tennis Championship is Dave Stanley. His responsibilities, in consultation with the tennis committee, shall include the following:

1. Ensuring that the championships are conducted according to the rules of the USTA with modifications by the SEC, NCAA and ITA.
2. Ruling on defaults, whether having to do with tardiness or improper conduct.
3. Assigning umpires to each match.
4. Enforcing the USTA point-penalty system.
5. Assisting in scheduling of matches, including decisions concerning inclement weather or darkness.
6. Rendering decisions necessary to ensure the proper conduct and operation of the championship.

PARKING

Limited parking is available at the University of Florida Law School, which is next to Linder Stadium off NW 2nd Avenue.

PLAYERS/COACHES HOSPITALITY AREA

A hospitality area will be available for participating players in the Plaza area located between the Stadium Courts and the Varsity Courts.

A hospitality area will be available for coaches and staff in the University Women's Club located next to the Basketball Practice Facility behind the stadium's Court #6.

PLAYING RULES

The USTA and ITA rules will be followed unless superseded by modifications adopted by the SEC Women's Tennis Committee.

PRACTICE SCHEDULE

Practice facilities will be available for all participants at the Linder Stadium at Ring Tennis Complex and the Southwest Recreation Center beginning on Wednesday, April 19 and lasting the duration of the tournament. Every measure will be taken to ensure that equal and fair scheduling opportunities are available throughout the tournament. Please refer all practice requests to:

Jack Pfaff
Assistant Tournament Manager
352-375-4683 ext. 6033 (office) or
352-318-3457 (cellular)

PROTESTS

Protests relating to matters that develop during the conduct of a match shall be made to the championship referee. Other than interpretation of ITA rules, the championship referee shall confer with the championship committee before a decision is made. Determinations with regard to line-up protests should be based on ITA regulations. The protest committee and the head referee will meet on Wednesday prior to the championship to discuss SEC rules.

REST PERIODS

Rest periods will be in accordance with ITA rules.

SCORING

The regular scoring system and 12 point tiebreaker will be used in all championships.

SQUAD SIZE

The squad size shall be limited to eight players.

TENNIS BALLS and EQUIPMENT

All balls used in the tournament will be Wilson tennis balls. Ball changes shall occur only at the conclusion of the second set in a three set match. Four balls shall be used for the first two sets and three balls shall be used in the third set. Three balls shall also be used for the doubles pro-set.

TICKET INFORMATION

Tournament ticket prices are as follows:

Adult tournament pass	\$15.00
Child/Senior tournament pass	\$10.00
Adult single day pass	\$6.00
Child/Senior single day pass	\$4.00

Linder Stadium will open for fans one hour prior to the start of competition.

A will call table for fans will be located at the main entrance. Should your university be purchasing tickets for student-athletes' families, our ticket office will handle this at the will call table. A complimentary ticket office form is included in this manual (Attachment "B"). You can either fax the form directly to Robyn McElroy at 352-372-5801 or bring it with you to the coaches meeting. **Each school will be invoiced only for actual tickets used.**

TRANSPORTATION

National Car Rental

Location: Gainesville Regional Airport
Phone: 352-377-7005; 1-800-227-7368

Budget Car Rental

Location: Gainesville Regional Airport
Phone: 352-372-7332; 1-800-527-0900

Avis Rent-A-Car

Location: Gainesville Regional Airport
Phone: 352-373-8444; 1-800-654-3131

BUS TRANSPORTATION

Champion Coach

Local bus line service.
Ask for the Charter Department
Phone: 864-284-9000; 1-800-583-7668

TRAINING ROOM/MEDICAL INFORMATION

The Linder Stadium at Ring Tennis Complex training room is located inside the main building and will provide taping and treatment facilities for all teams. Each institution should bring its own stock even though there are some courtesy supplies in each locker room. Trainers will be available throughout the entire tournament. Please call Angie Shepherd at 352-375-4683 ext. 4831 for any special arrangements. The trainer for each team will receive more information upon arrival to Gainesville. A physician will be on call during the championships. Shands Hospital is the designated hospital for the event. It is located 1 ½ miles south of the tennis complex.

TEAM SIGNAGE/BANNER

Teams are not permitted to display any banners or team signage at the championship.

STRINGING

Stringing will be on site at the Ring Tennis Complex. Stringing will be done by Todd Weitecamp at a cost of \$12 per racket. His contact number is 850-276-7040.

UNIFORMS AND LOGOS

All competitors and coaches should wear exclusively the official uniform of their institution during competition, warm-up for competition, interviews, and the awards ceremonies. The uniforms must identify the institution either by name or school colors. In addition, all NCAA policies regarding commercial logos on uniforms and equipment shall be followed. Matches will not be delayed to conform to this policy.

SPORTS INFORMATION

Kathy Cafazzo, Associate Sports Information Director, will coordinate media relations for the championship. A working media room for media and sports information personnel will be located in the Women's Club beginning late Thursday and running through the duration of the tournament. Telephones, electricity, typewriters, fax machines, and computers will be available for use by each school's sports information personnel.

Prior to each day's competition, flip cards will be distributed with probable team lineups. Following each competition, complete match results with player and coach quotes will be distributed. Match notes and statistics from each competing team will be available in the working media room and information will be updated on a daily basis.

The host internet site for the SEC Tournament can be found on UF's web page at www.GatorZone.com. Live internet scoring of all 11 matches will be provided through this site, which also will post final results and post-match quotes and notes.

Upon request, UF's SID office will provide a list of freelance photographers available for hire during the event.

PRESS CREDENTIALS

Kathy Cafazzo will issue all media credentials for the championship. Credential requests must be submitted via email to KathyC@gators.uua.ufl.edu or via fax 352-375-4809 (attention Kathy Cafazzo). Cafazzo's office phone is 352-375-4683, ext. 6133 for more information. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities:

1. Campus media certified by the SID office of each participating and host institution.
2. Certified media from the immediate locale of the competing teams.
3. Other certified media.

POST MATCH INTERVIEWS

Following each match and immediately after a 10 minute cooling-off period, an interview area will open to all certified members of the media; any coach and students requested by the media shall be available for interviews. The Florida SID office will assist each team's Sports Information contact with these requests. The interview area for the tournament will be located at the Women's Club off Woodlawn Drive.

VIDEOTAPES, FILMS, AND STILL PHOTOGRAPHS

Institutions are permitted to videotape championship competitions 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.

WARM-UP

Players will have a maximum of five minutes for warm-up before a match. However, if the teams have not been able to take their 30 minute warm-up before the start of the team match, a 10 minute warm-up is permitted. The umpire is the timekeeper.

If a match in progress is stopped because of rain, the participants will have a 10 minute warm-up with opponents if the delay has been less than one hour. If the delay has been one hour or more, the participants will have a 20 minute warm-up with their teammates and a five minute warm-up with their opponents. If the start of a match has been delayed, the team will have their full one hour warm-up. If inclement weather occurs, the head referee and games committee will state a reasonable time for the resumption or start of a match and will determine if and when matches will move indoors. Warm-up music will not be allowed at the competition courts.

On the day of a match, the practice/warm-up of a participating team takes priority over practice of all other teams.

LOCAL HOTELS, RESTAURANTS, ENTERTAINMENT

Please see Visiting Team Guide for more on local establishments.

DIRECTIONS TO THE RING TENNIS COMPLEX

From the Gainesville Regional Airport -
Make right turn out of Airport onto NE 39th Ave. Turn left on Waldo Road (first traffic light). Turn right on University Ave. Follow University to Gale Lemerand Drive, from the left hand lane, veer left onto SW 2nd Avenue. Ring Tennis Complex will be on the left.

From the North (Jacksonville)
Exit Jacksonville Airport and go south on I-95 to I-295 south (first exit) and stay on I-295 until you come to I-10 West, stay on I-10 until you reach US 301 and exit onto US 301 and go south (turn right), stay on US 301 until you come to Waldo, Florida (be careful, speed trap town), veer off onto SR24 and SR24 will bring you into Gainesville. Turn right onto University Avenue and get into left hand lane. Very soon after passing Gale Lemerand Drive, from the left hand lane, veer left onto SW 2nd Ave. Ring Tennis Complex will be on the left.

From Atlanta
Take I-75 South to exit 387 (Gainesville...Newberry Road); turn right onto Newberry Road and travel east towards the campus. Newberry Road will turn into University Ave. Turn right onto SW 34th Street, then take next left onto SW 2nd Ave. Ring Tennis Complex will be on the right.

From Tallahassee
Take 1-10 East to 1-75 South. See route from Atlanta to complete the trip.

From the South
(Complete directions from Orlando; disregard Turnpike info from Tampa/St. Petersburg)
Take Florida Turnpike to I-75 North. Follow I-75 to exit 384 (Gainesville – Archer Road) and turn right onto Archer Road. From Archer Road, turn left onto SW 34th Street, then left onto SW 2nd Ave. Ring Tennis Complex will be on the right.

DRIVING DIRECTIONS TO THE SW REC COURTS

The SW Rec Center is located off of Hull Road. From the Cabot Lodge, turn onto Archer Road and head east towards campus. At the intersection of Archer Road and SW 34th Street, turn left. Travel north on 34th Street until the intersection of 34th & Hull Road, turn right onto Hull. The SW Rec Center will be on the left just after the student housing dorms.

DRIVING DIRECTIONS TO SHANDS HOSPITAL

From the Linder Tennis Stadium, turn onto SW 2nd Avenue and make a quick turn onto Woodlawn Drive. When you come to a stop sign, turn left onto Stadium Road and travel until the intersection of Stadium Road and Lemerand Drive. Turn right onto Lemerand Drive. Travel south on Lemerand Drive until the intersection of Lemerand and Archer Road. Turn left and go through 2 more stop lights. Shands Hospital Emergency Room will be on the left hand side at the 2nd stop light.

2006 SOUTHEASTERN CONFERENCE WOMEN'S TENNIS CHAMPIONSHIP

OFFICIAL TRAVEL PARTY LIST

Team: _____

Administrator(s): _____

Head Coach: _____

Assistant Coach: _____

Volunteer Coach: _____

Trainer: _____

SID: _____

Manager: _____

Players:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Please fax to Michael Spiegler at (352) 384-2725
No later than Tuesday, April 18, 2006.

University of Florida

Fax to Freddy Pearson: 352-372-5801

Event: 2006 SEC Women's Tennis

Player Guest Signature List

Event Date(s): April 20 – 23, 2006

I received a complimentary admission from the student-athlete named below. By signing this form, I certify that I did not, nor do I plan to, pay or give anything of value to the student-athlete in exchange for the complimentary admission.

Participant's Name	Name of Guest(s)	Signature	4	4	4	4
			/	/	/	/
			2	2	2	2
			0	1	2	3
	1.					
	2.					
	3.					
	4.					
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