



T E N N I S

C H A M P I O N S H I P M A N U A L

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CHAMPIONSHIP CONTACTS

BIG 12 CONFERENCE STAFF

| | | | |
|------------------------------|-------------------|--|--------------|
| BIG 12 TENNIS LIAISON | NICK WILLIAMS | nwilliams@big12sports.com | 734-395-2422 |
| MEDIA LIAISON | ADAM KEYROUZE | akeyrouze@big12sports.com | 817-919-1697 |
| LIAISON TO OFFICIALS | DEAN RICHARDVILLE | dean@richardville.org | 918-671-7208 |

CHAMPIONSHIP STAFF

| | | | |
|-----------------------------|-----------------|--|--------------|
| TOURNAMENT DIRECTOR | JASON LEWIS | jason.lewis@okstate.edu | 405-742-7603 |
| TOURNAMENT DIRECTOR | LISA FISCHER | lisa.fischer@okstate.edu | 440-570-1793 |
| PRACTICE COORDINATOR | SAMMI GILLAS | samantha.gillas@okstate.edu | 830-237-2233 |
| STRINGER | JAY LEWANDOWSKI | gamesetmatch10s@me.com | 919-225-8828 |
| MEDIA COORDINATOR | HAYDEN SIMMONS | hayden.t.simmons@okstate.edu | 940-999-3025 |
| SPORTS MEDICINE | JASON MOORE | jason.r.moore@okstate.edu | 580-216-8813 |
| ATHLETIC TRAINING | DUSTY BARRETT | dusty.barrett@okstate.edu | 918-344-2200 |
| TICKETING | ALEC PROCTOR | alec.proctor@okstate.edu | 214-205-1713 |

CHAMPIONSHIP CHECKLIST

MONDAY, APRIL 15

NOON CT **OFFICIAL TRAVEL PARTY FORM DUE**

TUESDAY, APRIL 16

5 PM CT **SEND TEAM PASS LISTS TO ALEC PROCTOR (alec.proctor@okstate.edu)**

*ALL TIMES CT

CHAMPIONSHIP SITE

MICHAEL & ANNE GREENWOOD TENNIS CENTER
OKLAHOMA STATE UNIVERSITY
843-893 W MCELROY RD
STILLWATER, OK 74075
405-744-3188

RESULTS

WWW.BIG12SPORTS.COM

2024 CHAMPIONSHIP SCHEDULE

TUESDAY, APRIL 16 - W-TEN PRACTICES

ALL DAY W-TEN TEAM PRACTICES at MICHAEL & ANNE GREENWOOD TENNIS CENTER

NOON W-TEN CHAMPIONSHIP LINEUPS DUE TO CONFERENCE OFFICE

6 PM CT [MANDATORY] WOMEN'S TENNIS PRE-CHAMPIONSHIP COACHES MEETING/PROTEST CALL

WEDNESDAY, APRIL 17 - W-TEN 1ST ROUND (6 Matches)

9 AM W-TEN TEAM PRACTICES: #1 & #2 Seeds

NOON W-TEN 1ST ROUND // MATCHES 1 & 2

MATCH 1: #13 Seed vs. #4 Seed // MATCH 2: #12 Seed vs. #5 Seed

3 PM W-TEN 1ST ROUND // MATCHES 3 & 4

MATCH 3: #9 Seed vs. #8 Seed // MATCH 4: #10 Seed vs. #7 Seed

6 PM W-TEN 1ST ROUND // MATCHES 5 & 6

MATCH 5: #11 Seed vs. #6 Seed // MATCH 6: #14 Seed vs. #3 Seed

THURSDAY, APRIL 18 - W-TEN QUARTERFINALS (4 Matches); M-TEN PRACTICES

9 AM M-TEN TEAM PRACTICES at MICHAEL & ANNE GREENWOOD TENNIS CENTER

11 AM M-TEN CHAMPIONSHIP LINEUPS DUE TO CONFERENCE OFFICE

3 PM W-TEN QUARTERFINALS // MATCHES 7 & 8

MATCH 7: Winner of Match 1 vs. Winner of Match 2 // MATCH 8: Winner of Match 3 vs. #1 Seed

4:30 PM [MANDATORY] MEN'S TENNIS PRE-CHAMPIONSHIP COACHES MEETING/PROTEST CALL

6 PM W-TEN QUARTERFINALS // MATCHES 9 & 10

MATCH 9: Winner of Match 4 vs. #2 Seed // MATCH 10: Winner of Match 5 vs. Winner of Match 6

FRIDAY, APRIL 19 - M-TEN 1ST ROUND (4 Matches); W-TEN SEMIFINALS (2 Matches)

NOON M-TEN 1ST ROUND // MATCHES 1 & 2

MATCH 1: #5 Seed vs. #4 Seed // MATCH 2: #8 Seed vs. #1 Seed

3 PM M-TEN 1ST ROUND // MATCHES 3 & 4

MATCH 3: #7 Seed vs. #2 Seed // MATCH 4: #6 Seed vs. #3 Seed

6 PM W-TEN SEMIFINALS // MATCHES 11 & 12

MATCH 11: Winner of Match 7 vs. Winner of Match 8 // MATCH 12: Winner of Match 9 vs. Winner of Match 10

SATURDAY, APRIL 20 - M-TEN SEMIFINALS (2 Matches); W-TEN CHAMPIONSHIP

3 PM M-TEN SEMIFINALS // MATCHES 5 & 6

MATCH 5: Winner of Match 1 vs. Winner of Match 2 // MATCH 6: Winner of Match 3 vs. Winner of Match 4

6 PM W-TEN CHAMPIONSHIP // MATCH 11

MATCH 13: Winner of Match 11 vs. Winner of Match 12

SUNDAY, APRIL 21* - M-TEN CHAMPIONSHIP

1 PM MTE CHAMPIONSHIP // MATCH 7

MATCH 7: Winner of Match 5 vs. Winner of Match 6

* Should BYU Men's Tennis advance to the championship, this match will be played at 1 PM on Monday, April 22.

WOMEN'S TENNIS



2012 CHAMPIONSHIP

TENNIS

MICHAEL & ANNE GREENWOOD TENNIS CENTER

Hosted by OSU

FIRST ROUND
WEDNESDAY
APRIL 17

#13 SEED
MATCH 1
12 PM

#4 SEED

#12 SEED
MATCH 2
12 PM

#5 SEED

#9 SEED
MATCH 3
3 PM

#8 SEED

#10 SEED
MATCH 4
3 PM

#7 SEED

#11 SEED
MATCH 5
6 PM

#6 SEED

#14 SEED
MATCH 6
6 PM

#3 SEED

QUARTERFINALS
THURSDAY
APRIL 18

MATCH 7
3 PM

MATCH 8
3 PM or 6 PM

MATCH 9
3 PM or 6 PM

MATCH 10
6 PM

SEMIFINALS
FRIDAY
APRIL 19

MATCH 11
6 PM

MATCH 12
6 PM

CHAMPIONSHIP
SATURDAY
APRIL 20



6 PM CT

BIG 12 CHAMPS

QUARTERFINALS
FRIDAY
APRIL 19

#5 SEED
MATCH 1
12 PM or 3 PM

#4 SEED

#8 SEED
MATCH 2
12 PM or 3 PM

#1 SEED

#7 SEED
MATCH 3
12 PM or 3 PM

#2 SEED

#6 SEED
MATCH 4
12 PM or 3 PM

#3 SEED

SEMIFINALS
SATURDAY
APRIL 20

MATCH 5
3 PM

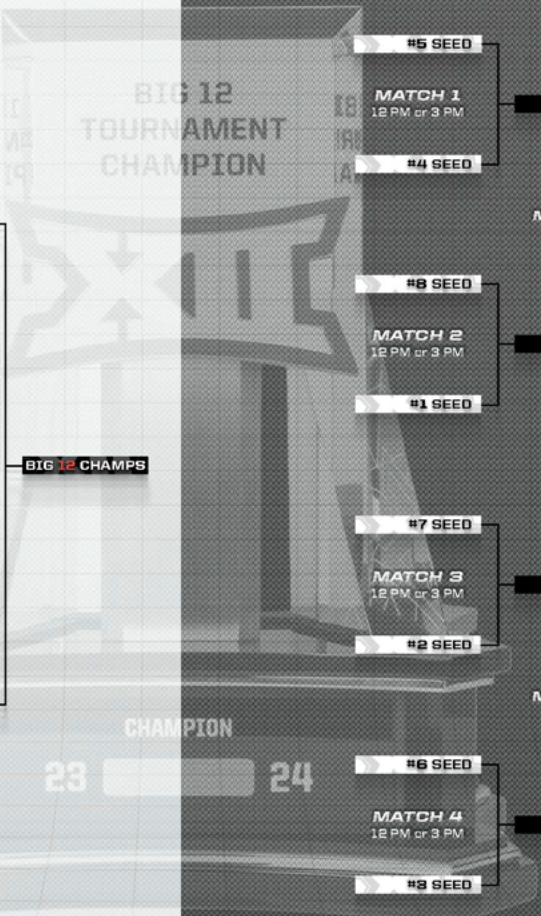
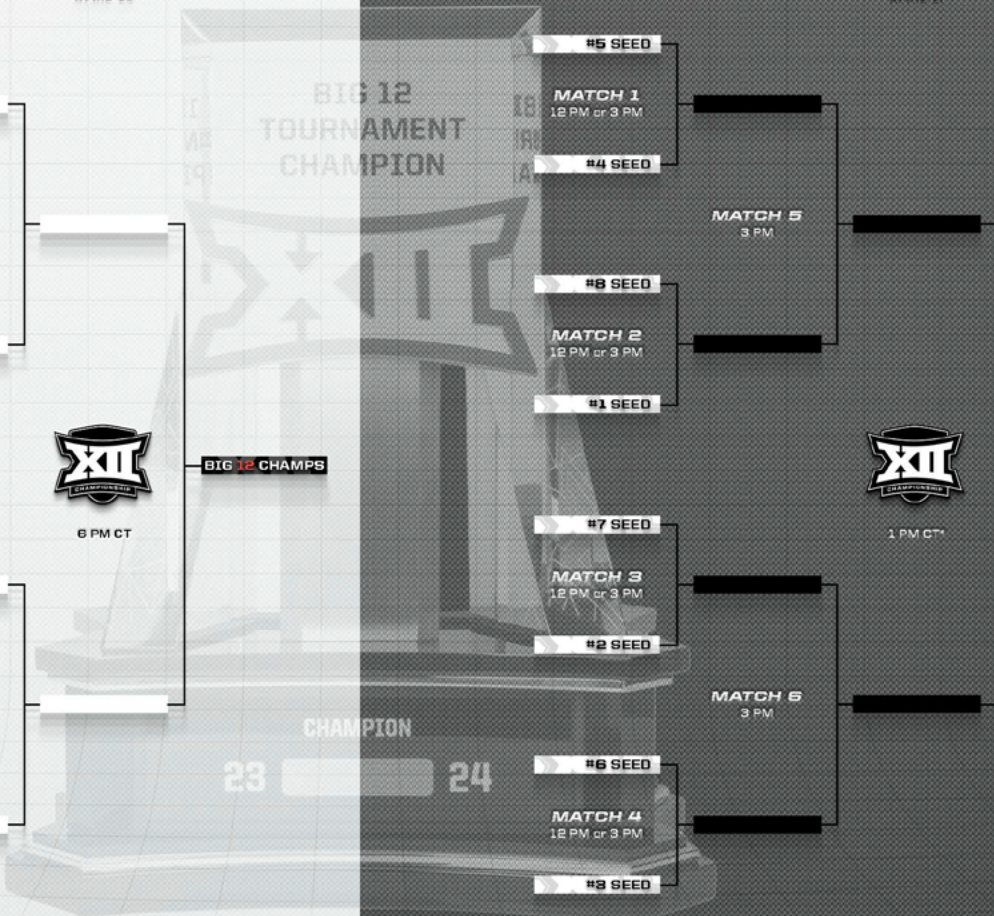
MATCH 6
3 PM

CHAMPIONSHIP
SUNDAY
APRIL 21



1 PM CT*

BIG 12 CHAMPS



MEN'S TENNIS

*SHOULD BYU MEN'S TENNIS ADVANCE TO FINALS, CHAMPIONSHIP MATCH WILL BE PLAYED ON MONDAY, APRIL 22

GENERAL CHAMPIONSHIP INFORMATION

AWARDS

BIG 12 TEAM CHAMPION

Team trophy awarded to top finishing Championship team.

NCAA Automatic Qualifier (AQ). The winner of the Big 12 Tennis Championship shall be the automatic qualifier to the NCAA Tournament. If the Championship has begun but is not completed, the highest remaining seed through the last completed round will be the Conference's automatic qualifier. In the event that the Championship cannot be held, the No. 1 seed (based on Conference regular season standings) will be the Conference's automatic qualifier.

- » Should the Conference AQ not be able to compete, the replacement team shall be the runner-up of the Conference Championship. *(Updated 2021-22)*

MOST OUTSTANDING PERFORMER

Trophy awarded to the top performing student-athlete of the Championship selected by the Games Committee.

- » The *Most Outstanding Performer* and **Big 12 Champions** will be honored immediately following the Championship Match <

ALL-TOURNAMENT TEAM

Awarded to the top performing student athlete(s) at each position (Singles 1-6); Doubles 1-3). Award determined by vote of the head coaches in the days following the Championship. Recipients receive certificates.

Criteria. Consideration for All-Tournament Singles Team selection is reserved for student-athletes who have participated in at least one tournament match of the Big 12 Tennis Championship.

Women's Tennis.

Singles. Minimum of three tournament matches played. Two-thirds of matches played must be at the same position. If two matches are contested at two different positions (for reasons other than a medical substitution) the student-athlete is ineligible for All-Tournament Team consideration.

Doubles. Minimum of two tournament matches played as a pair.

Men's Tennis.

Singles. Student-athletes competing in three tournament matches will only be considered for the position in which two-thirds of their matches were contested. If a student-athlete competed in less than three tournament matches, the position of their last contested match will determine their position of eligibility for the *All-Tournament Team*.

CHAMPIONSHIP PARTICIPATION AWARDS

Championship participation awards are provided by the Conference and will be sent to the institutions for distribution to student-athletes following their sports' respective championships. Note that according to NCAA rules, only teams participating in a conference championship can receive awards purchased by the Conference. The Conference's squad size limit shall determine the number of awards that the Conference provides to each team. For tennis, a total of 9 gifts are provided to each team but institutions may purchase additional. This year, individuals will select their participation awards from an online gift suite. *(Updated 2022-23)*

CHAMPIONSHIP INFORMATION

The Big 12 Tennis Championship features the team championships for both men's and women's tennis.

| WOMEN'S TENNIS | MEN'S TENNIS |
|--|--------------|
| APRIL 17-20 | APRIL 19-21* |
| SINGLE-ELIMINATION | |
| 14 TEAMS <small>#1 & #2 seeds receive 1st Round byes</small> | 8 TEAMS |

* Should BYU Men's Tennis advance to the championship, the championship will be played at 1 PM on Monday, April 22.

MATCH FORMAT

Matches will be ITA regulation dual match format with no-ad scoring. Three doubles matches will be played with no-ad scoring. Doubles matches will be one set of 6 games with a 12-point tiebreak at 6-all. After a five-minute intermission, 6 singles matches will be played with no-ad scoring. Singles matches are best two out of three sets. Sets feature 6 games with a 12-point tiebreak at 6-all.

All championship matches will be played "clinch-clinch". In doubles, once the team point has been clinched, the remaining doubles matches shall be stopped. In singles, once the team match has been clinched, any remaining singles matches shall be stopped. The score will reflect only completed matches.

- » In the event a team is unable to compete, the opposing team will advance. If the information is known in advance of the championship, the Conference has the prerogative to adjust the bracket if feasible (Effective 2020-21)

SEEDING

Teams shall be seeded according to their dual match win/loss record. Tiebreakers are as follows:

Two-Team Tie-Breaker.

- Head-to-head competition will break the tie and determine the higher seed.

Tiebreaker for Three or More Teams.

- Results from the collective head-to-head competition during the regular season among the tied teams in a "mini round-robin" format, ranking the tied teams by winning percentage from highest to lowest will be used to determine the seeds.
- If during this process two teams remain tied with the same winning percentage, the two-team tie-breaking system is used, starting with head-to-head regular season results.
- If during this process more than two teams remain tied with the same winning percentage, a second mini round-robin format is implemented, ranking the remaining tied teams by winning percentage from highest to lowest to determine seeds. If the teams remain tied, then the two-team tie-breaking system is used, starting with head-to-head results.
- If more than two teams are still tied, each of the tied team's record versus the team occupying the highest position in the final regular season standings, and then continuing down through the standings, eliminating tied teams with inferior records until one team gains an advantage. When arriving at another group of tied teams while comparing records, use each team's record against the collective tied teams as a group (prior to that group's own tie-breaking procedure), rather than the performance against individual tied teams.
- *ITA Rankings.* In the event tie-breaking procedures are unsuccessful and more than two teams remain tied, final regular season ITA rankings will be used to assign seeds, starting with the highest ranked team (Updated 2016-17).

LINEUPS

Conference regular season lineup procedures will be used for the championship. Women's teams must submit championship lineups by **12:00 PM CT** on **TUESDAY, APRIL 16**. Men's teams must submit championship lineups by **11:00 AM CT** on **THURSDAY, APRIL 18**. The Conference office will post all lineups on the Big 12 website as soon as possible. If a lineup is not submitted on time, the last submitted lineup of the regular season must be used for the championship.

Lineup Protests. **Lineup Protest Forms** are due 2 hours prior to the Pre-Championship Meeting (**WOMEN'S TENNIS**: 4:00 PM CT on Tuesday, April 16; **MEN'S TENNIS**: 2:30 PM CT on Thursday, April 18). If a lineup protest occurs, regular season protest procedures will be utilized. Protests will be handled at the conclusion of the respective pre-championship meeting.

PRE-CHAMPIONSHIP MEETING

Mandatory Conference pre-championship coaches meetings will again be held via Zoom. The **Women's Pre-Championship Meeting** will be held **TUESDAY, APRIL 16** at **6:00 PM CT**. The **Men' Pre-Championship Meeting** will be held **THURSDAY, APRIL 18** at **4:30 PM CT**.

OFFICIAL TENNIS BALL

The official tennis ball for Big 12 Conference play is the *Wilson US Open Extra Duty Tennis Ball* for matches held at sea level, and the *Wilson US Open High Altitude Tennis Ball* for matches held at high altitude. For the Championship, the Conference will supply a total of 16 cases of balls to the host institution.

OFFICIALS

BIG 12 OFFICIALS LIAISON ➔ **Dean Richardville** // 830-237-2233; dean@richardville.org

The Big 12 Liaison to Officials is responsible for securing ITA officials for Conference championships.

One official per court is required for championship singles matches and two for doubles. During doubles matches, the extra officials shall call the far sideline and serve. For the deciding doubles match, there shall be two line umpires on each end. Furthermore, the deciding singles match shall have two line umpires covering one half of the court each.

INCLEMENT WEATHER PLAN

Host game management, Conference staff and officials will continuously monitor for any potential severe weather issues that may affect the championship and confer as needed. Public service announcements will be read over the public address system to update participants, coaches and spectators on the status of potentially severe weather. If necessary, matches will be moved indoors.

Conference Wind & Temperature Chart.

| IF TEMPERATURE IS: | W/ SUSTAINED WINDS OF: | IF TEMPERATURE IS: | W/ SUSTAINED WINDS OF: |
|------------------------|------------------------|---------------------|------------------------|
| 70 degrees + | 25+ MPH | 49 degrees + | 16 MPH |
| 68-69 degrees + | 24 MPH | 48 degrees + | 13 MPH |
| 62-65 degrees + | 23 MPH | 47 degrees + | 10 MPH |
| 58-61 degrees + | 22 MPH | 46 degrees + | 7 MPH |
| 54-57 degrees + | 21 MPH | 45 degrees + | 4 MPH |
| 50-53 degrees + | 20 MPH | | |

Inclement Weather Schedule (6-Match Days)

In the event inclement weather forces play indoors on Wednesday or Friday, the games committee will communicate a revised schedule to both coaching groups. To ensure indoor matches are expedited, singles matches will be contested first, followed by doubles if necessary.

RESULTS

Match results and updated championship brackets will be updated on big12sports.com and okstate.com.

When reporting championship matches to the ITA website, all matches not involving the host institution should be entered as neutral-site wins or losses. All matches involving the host institution should be entered as home/away wins or losses (Updated 2018-19).

TEAM INFORMATION

TRAVEL SQUADS & CREDENTIALS

For the Big 12 Tennis Championship, 9 student-athletes constitute the maximum competition squad size. Championship travel parties consist of the competition squad (9) and 4 coaches/support personnel (13 total). Expenses for each team's official 13-person travel party shall be paid for the championship. Institutions shall receive the current IRS mileage allowance (\$1.34 one-way mileage as of January 1, 2024) and a \$100 per diem per person for actual days of competition and one practice day. Additional personnel and student-athletes who are eligible for competition may travel to the championship at institutional discretion. Additional student-athletes cannot dress in uniform, participate in pre-match warm-ups or compete in the championship (Conference Rule 10.4; Updated 2022-23).

Final Season of Eligibility and Medically Unable to Compete Due to Incapacitating Injury or Illness Exception (Effective 2013-14). An institution may travel any student-athlete who is in their final season of competition or will exhaust eligibility at the conclusion of the semester or academic year and who has been deemed medically unable to compete the remainder of the season due to an incapacitating injury or illness without counting the student-athlete against the travel squad limits. The student-athlete may not miss class to travel with the team unless the missed class time is approved by their respective Faculty Athletics Representative (FAR) in advance of the travel. The institution must be able to provide medical documentation of the incapacitating injury or illness upon request of the Conference office. (*Conference Rule 10.4.4*)

Credentials. Team credentials will be developed based on each team's submitted [Official Travel Party Form](#). Please submit Official Travel Party Forms by **MONDAY, APRIL 14** at **5 PM CT**. Team's will receive credentials upon arrival to Michael & Anne Greenwood Tennis Center or at their first practice. Credentials are non-transferable and must be used by the individual they were originally issued.

- » Presidents, Faculty Athletic Representatives, Directors of Athletics and Senior Woman Administrators (SWA) of each member institution have access to all Big 12 competitions via their Conference-issued All-Access credential and do not need to be included in official travel parties.

TEAM LOCKER ROOMS

Designated team location will be available for competing teams.

PRACTICES

CONTACT ➔ **Sammi Gillas** // 830-237-2233; samantha.gillas@okstate.edu

One day prior to their first championship match, teams will have a 90-minute practice block on 3 competition courts where their first match is scheduled. If a team's scheduled competition courts are unavailable, reserve courts will be utilized until assigned competition courts become available. Teams can submit their preferred practice times in the [Official Travel Party Form](#). Available practice windows listed below:

| TUESDAY, APRIL 16 | |
|--------------------------|--|
| WTE SEEDS 3-14 | |
| 9:00 AM - 10:30 AM | |
| 10:30 AM - 12:00 PM | |
| 12:00 PM - 1:30 PM | |
| 1:30 PM - 3:00 PM | |
| 3:00 PM - 4:30 PM | |
| 4:30 PM - 6:00 PM | |

| WEDNESDAY, APRIL 17 | |
|---|--|
| WTE SEEDS 1 & 2 | |
| 9:00 AM - 10:30 AM | |
| 9:30 AM - 11:00 AM | |
| WTE 1 ST ROUND BEGINS AT NOON CT | |

| THURSDAY, APRIL 18 | |
|--|--|
| ALL MTE TEAMS | |
| 9:00 AM - 10:30 AM | |
| 10:30 AM - 12:00 PM | |
| 12:00 PM - 1:30 PM | |
| 12:30 PM - 2:00 PM | |
| WTE QUARTERFINALS BEGIN AT 3 PM CT | |

STRINGERS

CONTACT ➔ **Jay Lewandowski** // 919-225-8828; gamesetmatch10s@me.com

Teams may drop off rackets at the Michael & Anne Greenwood Tennis Center . Make sure that your reels of string are labeled with team name. Please settle your account at the conclusion of your tournament (cash, Venmo, or credit card accepted). Rackets will be ready for pick up by 8:00 AM the following morning. Cost is \$25 for cash/ Venmo and \$26 for credit card. Contact Jay Lewandowski for additional information.

NON-PARTICIPATING PLAYERS

Behavior Expectations of Non-Participating Student-Athletes.

Team members must exhibit exemplary sportsmanship throughout the team event. Team members shall not harass opposing team members, coaches, their fans or the officiating crew. There cannot be any remarks made to or about opposing team members, heckling, harassment or personal attacks from student-athletes and/or team personnel will not be permitted while any ball is in play. All cheering must be positive and directed at their own team members.

Student-athletes and all team personnel are prohibited from making any noise during a point and shall refrain from making any direct or indirect comments to opposing players. This includes any noise or comments between first and second serves. Bench players and team personnel are prohibited from making officiating calls included but not limited to foot faults, line calls and lets. If bench players or team personnel violate the behavior expectations, the team bench will receive an official warning. Subsequent violations will result in point penalties. Point penalties shall be assessed on the court where each violation occurred.

Location Expectations of Non-Participating Student-Athletes.

Players are not spectators. Non-participating student-athletes must remain in the allowable area for bench players and team personnel, as designated by the referee. The host event management staff shall notify teams of the allowable areas for non-participating players and team personnel during the pre-championship meeting. All non-participating players shall wear team uniforms/warm-ups throughout the event to make them distinguishable from the spectators.

Team members may go onto an empty adjacent court to cheer on their teammate as soon as an adjacent court becomes available. Team members may stand together no closer than the center service line on the adjacent court as a group at mid-court. If one team member goes onto an empty adjacent court, then all other team members watching the match must also go on-court, keeping in mind that all team members must stay together as a group when watching a match on the same court.

VIDEO RECORDING

Participating teams may videotape all matches for archival, coaching, or instructional purposes. Video recording areas will be designated prior to the championship event. Video may not be used for any commercial purposes.

MEDICAL

ATHLETIC TRAINING ➔ **Dusty Barrett** // 918-344-2200; dusty.barrett@okstate.edu
SPORTS MEDICINE ➔ **Jason Moore** / 580-216-8813; jason.r.moore@okstate.edu

ATHLETIC TRAINING SERVICES

The athletic training facility for the Michael & Anne Greenwood Tennis Center is located within the facility. Ice, ice tubs, hydrocollator packs, ultrasound, and e-stimulation are available.

An athletic trainer will be available at the courts during all hours of competition, beginning 90 minutes prior to the start of competition and ending 30 minutes after the conclusion of the last competition.

Injury and illness circumstances requiring a team physician's care will be attended to at the Greenwood Tennis Center Athletic Training Room. A team physician will be on-call for evaluation of any injured or ill athletes. Please contact Dusty Barrett at 918-344-2200. Please have your insurance forms available, as your school will be responsible for any expenses.

If you are not traveling with an athletic trainer, please contact Dusty Barrett or provide a letter with detailed instructions for your athlete's care.

EMERGENCY MEDICAL SERVICES

On-site ambulance and EMTs will be available on competition days.

ISOTONIC BEVERAGES

Gatorade is the official isotonic beverage of Big 12 Championships. Logos from other isotonic beverage suppliers must not be visible during the championship. Only Gatorade coolers, bottles, cups, etc. may be used. Any non-Gatorade branded items must be left in locker rooms.

DRUG TESTING

Student-athletes at all championships are subject to drug testing. Big 12 Policy now precludes any prior notification regarding drug testing. If a student-athlete is selected for drug testing, the athlete will be notified at the conclusion of their participation that day.

MEDIA

MEDIA COORDINATOR ➔ **Hayden Simmons** // 940-999-3025; hayden.t.simmons@okstate.edu

The media area will be located on the 2nd level of the Greenwood Tennis Center. The OSU Athletic Communications staff will provide match results after each competition and will e-mail results to the participating institutions. big12sports.com and okstate.com will be updated throughout the Championship with team information, brackets and results.

Hayden Simmons will serve as the championship media contact. Additional media information will be provided at the pre-championship meeting. Each institution's athletic communications representative will coordinate player interviews. All student-athletes and coaches shall be available for interviews following a 10-minute cooling off period which begins when the head coach takes the team to a private area on or near the courts immediately after the match.

Media credentials may be picked up at the ticket trailer or by contacting Hayden Simmons to schedule a time.

TICKETING

TICKETING ➔ Alec Proctor // 214-205-1713; alec.proctor@okstate.edu

All spectators for the Championship will need a ticket or credential for admittance into Michael & Anne Greenwood Tennis Center. Single-day wristbands for adults and youth will be \$5. Tickets may be purchased at the Michael & Anne Greenwood Tennis Center ticket trailer located at the east entrance for the facility. Gates will open one-hour prior to the first tournament match of the day. Team pass lists should be sent to Alec Proctor. Each institution will be billed for the cost of the guest admissions.

There is NO complimentary admission for the championship. Player-guest tickets may be purchased by the institution. If your institution wishes to purchase admissions, a player-guest list must be turned in before any tickets can be distributed to fans. The NCAA allows each student-athlete up to 6 complimentary admissions for each day. Each school should refer to their own institutional policy on number of player-guest admissions allowed for Big 12 Championship competition. The list can be used throughout the tournament or a new list can be provided each day. Each ticket will be a general admission ticket and picture identification will be required to receive a ticket. Universities will be billed for the total number of tickets requested.

GENERAL CHAMPIONSHIP POLICIES

MEMBER PARTICIPATION SUBSIDY (MPS)

The member participation subsidy will be submitted following completion of each championship. Travel reimbursement checks will be forwarded to the respective business managers. The reimbursement is calculated in the following manner and is limited to the official travel party (13 per M/W team for tennis).

- One-way mileage is \$1.34 per mile. (*Updated 2023-24*)
- Per diem is calculated at \$20/day/individual; a team's actual days of competition plus one practice day determine number of days.

SPORTSMANSHIP

Coaches, participants, administrators and others should remember that the Big 12 Conference places great importance on the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. In light of that, please know that Conference Rule 11 – Sportsmanship and Ethical Conduct – will be adjudicated expeditiously at Conference Championships with all decisions of the Commissioner, or designee, as considered final and are not subject to appeal. See [Appendix D](#).

BANNERS/TEAM SIGNS

No banners or team signs, other than those approved by the Big 12 Conference, may be posted at the Big 12 Championship. Additionally, all banners and signage are property of the Big 12 Conference and should not be removed by unauthorized individuals. Violators of this policy will be subject to the [Big 12 Sportsmanship Code](#).

CROWD CONTROL

The use of amplifiers or artificial noisemakers inside the facility is prohibited. In addition, patrons may not bring large bags, coolers (or similar products), alcohol beverages or lasers. Patrons may bring non-professional still photo cameras into the arena.

MERCHANDISE

Event 1 is the official Big 12 Championship apparel concessionaire and is the only authorized distributor of merchandise. Teams will have an opportunity to purchase Championship apparel in advance of the championship (form to be sent closer to event). Additionally, Championship apparel will be available on-site for purchase during the meet and selected items will be available online, both during the event and for a week following the event at big12.event1teamstore.com.

NCAA SANCTIONS

If penalties imposed by the NCAA (or the Conference or the Member Institution, itself) prohibit postseason competition in a particular sport, the Member Institution thus penalized shall not be eligible to participate in postseason conference championship events in that sport or serve as the automatic qualifier. (Conference Rule 7.5)

ISSUES NOT ADDRESSED

The **ITA Rulebook** shall govern in any situation where administrative rules or rules of conduct are not covered in this manual, the administrative manual, or the Conference Handbook.

APPENDICES

APPENDIX A - HOST VENUE MAPS

PARKING

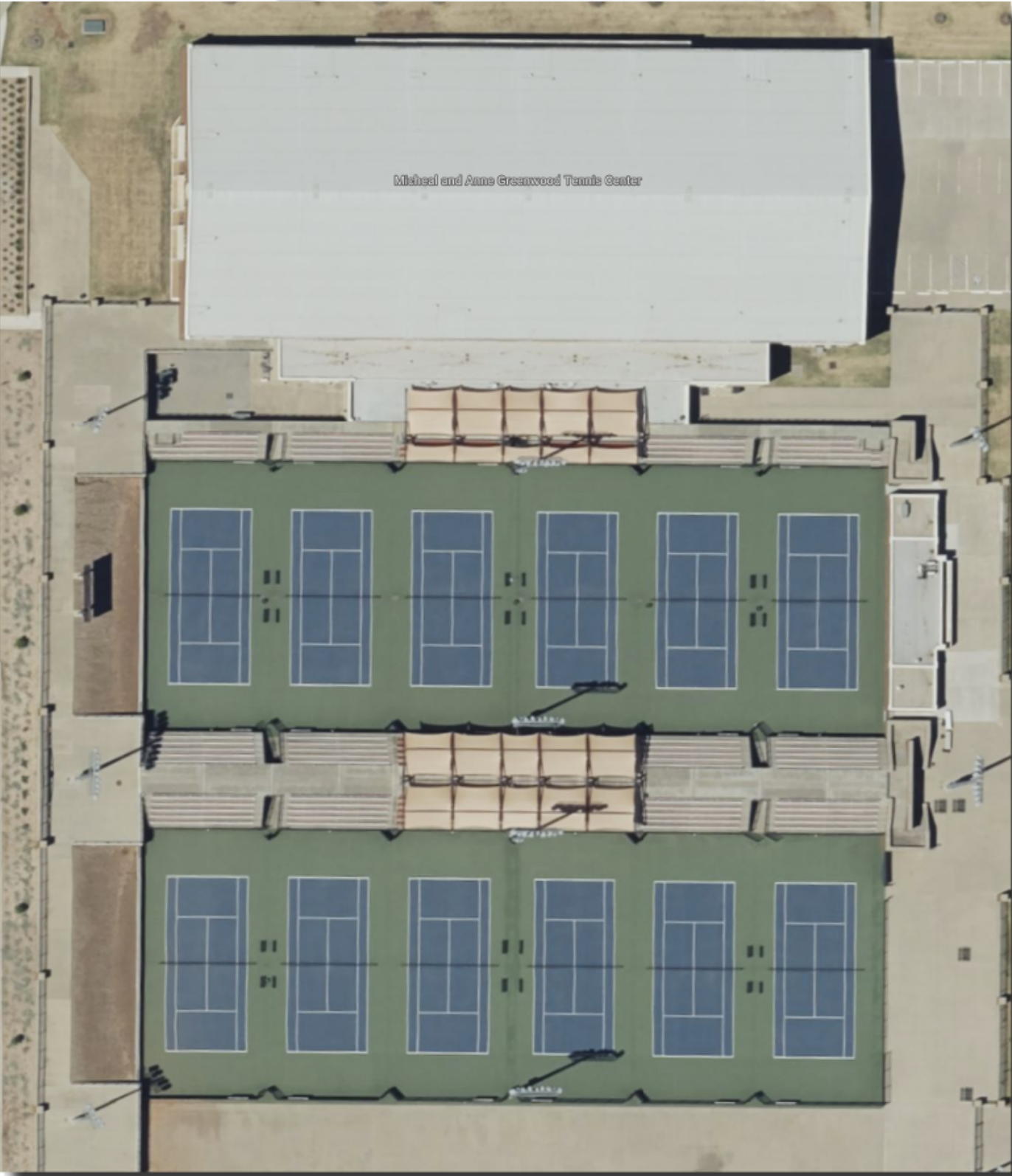
OKLAHOMA STATE TENNIS

Legend:

- LOT 123: RESERVED DONOR PARKING PERMIT REQUIRED
- LOT 120: GENERAL PUBLIC PARKING
- LOTS 99/109: GENERAL PUBLIC PARKING WEEKENDS AND AFTER 5 PM WEEKDAYS

Event Parking 2024
MICHAEL & ANNE GREENWOOD TENNIS CENTER

COURT LAYOUT



APPENDIX B - SPORTSMANSHIP & ETHICAL CONDUCT

SECTION II – SPORTSMANSHIP & ETHICAL CONDUCT

II.1 Principles of Sportsmanship and Standards for Conduct

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six (6) core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The Member Institutions place great importance on the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. Participation in athletics, including as a fan, is a privilege and not a right.

II.2 General Statements of Responsibility

All those associated with the Conference athletics programs, including institutional personnel and fans, have the responsibility to conduct themselves consistent with the principles of sportsmanship. The Conference adopts the following minimum standards of responsibility.

II.2.1 Institutional Responsibility. Member Institutions have the responsibility to take all reasonable steps to ensure that all institutional personnel, students and others in attendance at athletics events conduct themselves in a dignified manner and exhibit respect and courtesy toward game officials and those representing and supporting the opposing institution.

II.2.2 Athletics Department Responsibility. The Member Institution's AD shall have the responsibility to effectively communicate to all athletics department personnel, coaches and student-athletes the basic principles of sportsmanship and standards for conduct. It must be made clear that concerns about Conference programs, such as officiating, and other Member Institutions must be addressed with the appropriate Conference or institutional staff and not in a public forum.

II.2.3 Game Management Responsibility. The Member Institution's AD shall have the responsibility to take reasonable steps to create an environment that is fair and safe for visiting teams and officials. The AD, or his/her designee, must contact the visiting team's AD, or his/her designee, of a sport to address any issues and identify the game manager who can respond to concerns during the contest and the location of this individual during the contest. Each institution must arrange its seating at events so as to emphasize sportsmanship and minimize harassment of the visiting teams. Member Institutions must also have a protocol that ensures the protection of all participants and related personnel, particularly regarding court or field storming incidents.

II.2.4 Coach Responsibility. Coaches, as role models, have the greatest influence over the young people in their programs and must continually emphasize the need for sportsmanship. Coaches have the responsibility to control the behavior of their student-athletes and staff members to ensure they are demonstrating respect for their opponents, the game officials and the game itself. Coaches must remain in their designated areas during a contest and refrain from behavior with the purpose of inciting the crowd toward negative conduct.

II.2.5 Conference Responsibility. The Commissioner shall have the responsibility to promote and enforce these principles and standards of conduct in connection with all athletics events involving a Member Institution, including competition against non-conference institutions. The Commissioner shall have broad authority to interpret the rules, review disciplinary action taken by Member Institutions and further sanction those deemed to have violated the rules.

II.3 Violations

Violations of [Section 11](#) and its subsets requiring actions by the Commissioner are:

II.3.1 Verbal or Physical Abuse. Prior to, during and after a contest, coaches, student-athletes, institutional personnel, spirit squads and others in attendance are prohibited from committing verbally or physically abusive acts toward game officials or an opponent's team members, coaching staff, institutional personnel or fans.

11.3.2 Comments About Officiating. Coaches, student-athletes and institutional personnel are prohibited from making any public comment regarding the game officials or the officiating at any contest. The public airing of officiating matters, whether directly or indirectly, during or after a game, verbally or by use of video, on or off the record, is prohibited.

11.3.3 Comments About Other Members. Coaches, student-athletes and institutional personnel are prohibited from making public comments that are negative about other Member Institutions, including, but not limited to, negative comments, whether made directly or indirectly, about the personnel, student-athletes, support groups and other matters related to the institution.

11.3.4 Court & Field Storming. A Member Institution must safely escort the visiting team, coaches, officials and other personnel off the playing surface, particularly in the event of a Postgame celebration. All court and field storming incidents will be reviewed by the Conference.

11.3.5 Other Misconduct. In addition to the specific authority set forth in Rules 11.3.1, 11.3.2, 11.3.3 and 11.3.4, the Commissioner has the absolute discretion to impose sanctions for other unsportsmanlike conduct that is contrary to or inconsistent with the principles and expectations set forth in Rules 11.1 and 11.2.

11.4 Processing of Possible Violations

When a Member Institution has reason to believe that a violation of Section 11 and its subsets has occurred or is aware of an incident involving sportsmanship principles by either another member institution or its own institution, it shall be reported immediately to the Commissioner. Written communication between the Conference and the involved institution shall include copies to the president or chancellor and FAR.

11.4.1 Report of Commissioner. If the Commissioner believes a violation of these rules may have occurred, he/she or a designated Conference staff member will gather all information available for review of the matter. If the Commissioner believes that a violation occurred, a written report will be provided to the AD of the involved institution.

11.4.2 Response by Institution. After receipt of the Commissioner's report, the AD of the involved institution must submit, within 24 hours of receipt of the report, a written response to the Commissioner indicating the institution's position on the matter. See Rule 11.4.4 for exceptions to the 24-hour deadline.

11.4.3 Final Decision by the Commissioner. Within 24 hours of receipt of the institution's response, the Commissioner will send the final written decision to the AD of the involved institution, which will set forth the Commissioner's findings and penalty, if any, to be imposed. The institution will have 24 hours after receipt of the Commissioner's final decision to indicate in writing to the Commissioner whether it will appeal his/her decision under the provisions of Rule 11.5 below. See Rule 11.4.4 for exceptions to the 24-hour deadline.

11.4.4 Delegation of Authority and Timing Exceptions. The Commissioner or AD may designate another member of his/her staff to act on his/her behalf. In addition, the Commissioner shall have the authority to extend or shorten the 24-hour deadlines set forth above. In certain incidents where timing is of the essence, the Commissioner may initiate the process in Rule 11.4.1 verbally.

11.4.5 Penalties. The penalties that may be imposed by the Commissioner for violation of these rules may include, but are not limited to, private and public reprimand, institutional fines, and suspension from practice and/or competition.

11.4.6 Violation by a Director of the Board. Other Institutional Personnel, Institutional Board Member. The members of the Conference Board of Directors, high ranking institutional staff outside of athletics and institutional board members are obligated to adhere to these sportsmanship rules. The Commissioner shall submit a report to the full Board if it is alleged that such personnel have violated the rules. The Board has sole authority to consider the allegation and will determine whether a violation occurred and the penalty, if any, to be assessed.

II.5 Appeals

Only the president or chancellor of a Member Institution may submit an appeal on behalf of the institution or individual affected by the final disciplinary action of the Commissioner involving a suspension from competition or fine or forfeiture of a game. In all other cases, the Commissioner's decisions shall be final. An appeal must be submitted in writing to the Commissioner within 24 hours after receiving the final decision. The Board of Directors, or its designated committee, shall be the body to consider the appeal and shall do so as expeditiously as possible. The Board may increase or decrease any penalty imposed by the Commissioner.

II.5.1 Appeal Hearing. Once an appeal has been timely filed, a hearing in person or by teleconference will be conducted by the Board as expeditiously as possible. A minimum of three (3) Directors of Member Institutions not involved in the incident(s) that resulted in the Commissioner's penalty will be required to hear the appeal. The president or chancellor making the appeal must participate in the hearing.

11.5.1.1 Information Considered by Board. The president or chancellor filing the appeal must submit a written statement outlining the reasons for the appeal to the other Directors at least 24 hours prior to the hearing. In addition, the Conference office will submit its report, along with other relevant material (e.g., video, media reports, statements by witnesses) for the Board's consideration.

11.5.1.2 Hearing Process. If the chair of the Board cannot participate, he/she will appoint a chair for the appeal hearing from the Directors who will hear the appeal. The president or chancellor making the appeal will make an opening statement after the hearing is called to order by the chair for the hearing. The Conference staff will participate and will issue an opening statement as well. The hearing then will be open for discussion between all parties participating. The chair then will excuse everyone from the hearing except the Directors, who will deliberate and make a determination to uphold, modify or reject the Commissioner's final decision. In modifying the decision, the Directors are authorized to decrease or increase the Commissioner's penalties. The chair will then contact the Commissioner to relay the Board's decision and the Commissioner will notify the president or chancellor who submitted the appeal.

II.5.2 Final Decision. The decision of the Appeal Board shall be final.

II.6 Processing Sportsmanship Violations During Conference Championships

In recognition that an expedient process is required during championship events to address possible violations related to Sportsmanship and Ethical Conduct, all decisions of the Commissioner, or designee, are considered final, and not subject to appeal.

APPENDIX C - CONCUSSION DIAGNOSIS & MANAGEMENT

CONCUSSION DIAGNOSIS & MANAGEMENT

1. Each Big 12 Member Institution shall follow the NCAA Concussion Safety Protocol Checklist, per NCAA Article 3.2.4.20.1 (Concussion Safety Protocol). The key components include:
 - Institutions shall have on file a team-physician directed concussion management plan (the “plan”) specifically outlining the roles of athletics healthcare staff (e.g., physician, athletic trainer, physician assistant, neurologist, neuropsychologist, physical therapist) and the specific protocol for evaluation and management of concussions.
 - Each year, institutions shall educate student-athletes, coaches, athletic trainers, team physicians, and athletics directors as to their responsibility for reporting any injuries and illnesses, including signs and symptoms for concussions, to the institutional medical staff. During the review process, student-athletes and coaches should be presented with educational material on concussions and shall sign a statement confirming their receipt of such materials, as well as acknowledging their responsibilities for reporting their injuries and illnesses. ([Concussion: a Fact Sheet for Student-Athletes, NCAA/CDC](#))
 - The plan should ensure that a student-athlete exhibiting any signs or symptoms or behaviors consistent with concussion be removed from practice/competition, and be evaluated by a medical provider with experience in the evaluation and management of concussion. The plan shall clearly state that a student-athlete diagnosed with a concussion be withheld and not be permitted to return to activity for the remainder of that day.
 - The plan should institute an assessment protocol in which appropriate baseline metrics be obtained to allow for post-injury comparative assessment at appropriate time intervals to monitor the recovery process. These should include objective assessment of signs and symptoms, neurocognitive function, and balance; and a systematic symptom guided return to play (“RTP”) progression.
 - The plan should include a policy and applicable procedures that provide guidelines for initiating cognitive rest following concussion and establishing a process to guide the transition back into the academic classroom.
 - The plan should empower the institution’s medical staff to have the autonomy and the unchallengeable authority to determine management and RTP of any ill/injured student-athlete and to ensure that no coach serve as the primary supervisor for any medical provider, nor have hiring, retention, and/or dismissal authority over that provider.
2. Each Big 12 Member Institution shall follow the [NCAA 2017 Interassociation Consensus: Year-Round Football Practice Contact for College Student-Athlete Recommendations](#) for preseason, in-season and post-season practice sessions.
3. Each Big 12 Member Institution shall maintain a concussion management plan that has been approved by the NCAA Concussion Safety Protocol Review Committee, per NCAA Article 3.2.4.20 (Concussion Management Plan).
4. Each Big 12 Member Institution, in collaboration with the Big 12 Conference office and game officials, will work collaboratively to better identify, deter, limit, and/or prevent potential unsafe plays (e.g., head-to-head contact, elbow to head or upper torso) that can lead to concussions or more serious head and neck injuries.
5. Big 12 Member Institution coaches and medical personnel will educate student-athletes about concussions, work to modify athletes’ techniques, and encourage safe play to help prevent injuries.