



2019-2020
Georgia Women's Tennis
Team Handbook

2018-2019 Georgia Women' s Tennis Notebook

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WELCOME LETTER

Dear Team,

Welcome back to all returners, and to all freshmen: welcome to the Bulldog family! You are now part of a program that is deep with tradition and rich with success! We are eager to get the 2019-2020 season underway and excited to see what this next year holds for the team and each of you individually. It is our genuine desire that you have the most rewarding experience possible as a UGA Student Athlete. Your academic work is a very important component to prepare you for life after Georgia. Your time, both in the classroom and on the court, should be spent with discipline, perseverance and personal pride.

This handbook has been developed to help create an environment that will build champions. It contains UGA policies, as well as those specific to our tennis program. It will serve as a reference point and guide to help you through your journey. You are responsible for the content contained in these pages.

Get EXCITED! This year can be our greatest ever! *Let's make it so!*

GO DAWGS!

Sincerely,

Jeff Wallace
Head Tennis Coach

GEORGIA: HOME OF CHAMPIONS

What makes University of Georgia Tennis the Home of Champions?

6 Team National Championships
9 Individual National Championships
17 SEC Championships
38 All-Americans

Georgia is about tradition, teamwork and attitude. It's about facing an opponent head-on so that she knows you are willing to fight like a **BULLDOG**. It's about proudly representing the "G" on your uniform that so many have worn before you and understanding what it means to adorn the legendary logo. It's about chasing the dream of hoisting the national championship trophy year after year and truly believing that you can!

The Georgia Tennis Creed

I AM

Worthy, deserving, capable, talented, confident, bold, brave, composed, equal to the task, focused, prepared, responsible and committed.

I CAN

Because I: Believe in myself, care enough, am willing to work for it, earn it, have enough desire, am willing to sacrifice and want it bad enough!

WE ARE

The best competitors, courageous, determined, together, a team, united to one cause, hungry, tenacious, confident, resilient and tough enough!

WE WILL

Because we are willing to: develop the synergy, become the best, strive for excellence, be bold overcome our fears, overcome adversity, preserve, endure, dominate, prove our greatness, dream big and achieve our dreams.

Georgia Tennis
Honoring the Past.
Winning in the Present.
Building for the Future.

THE GEORGIA COMMITMENT

1. I am a team player during practice and matches.
2. I am responsible for my own attitude.
3. I am responsible for positively influencing my teammates' attitudes.
4. I will always have composure while on the court.
5. I will always play with a positive, aggressive attitude.
6. We will work as a unit.
7. I will always encourage my teammates.
8. I will be positive and receptive when others try to support me.
9. I will play the game of tennis with no fear.
10. I will be concerned with my effort and composure instead of giving into frustration.
11. I am only concerned with what I can control.
12. If I do all these things, I cannot let the team down (win or lose).
13. **SESAW- Superior Effort and Superior Attitude Wins**
14. Respect one another.

GEORGIA WOMEN'S TENNIS RULES AND REGULATIONS

GENERAL

1. Team members will abide by all NCAA, SEC, and Athletic Department Rules & Regulations, the Code of Ethics, and all team rules and regulations. Failure to comply could result in dismissal from the team and/or loss of scholarship.
2. Expectations:
 - a. Obtain a fine education and graduate.
 - b. To be honest in all of your dealings.
 - c. To be loyal and trustworthy to your coaches, administration, teammates and school.
3. Student-athletes involved with the tennis program are expected to adhere to UGAAA Drug and Alcohol Policies in addition to the following Women's Tennis policies:
 - a. We expect our team to adhere to any and all state, county and city laws concerning the purchase and consumption of alcohol, including the use of motor vehicles and illegal drugs.
 - b. We expect our student-athletes to adhere to all University Athletic Department and dorm policies concerning alcohol possession and consumption. These policies are stated in your student-athlete handbook.
 - c. Public intoxication will not be tolerated.
 - d. Absolutely no alcohol consumption will be allowed on road trips.
 - e. Absolutely no alcohol consumption will be allowed with recruits.

Any violations of these policies could result in suspension, and/or dismissal, and/or loss of scholarship.

TEAM RULES

1. Be On-Time
 - Be 10 minutes early before practice. Be on time for all other obligations.
 - Grace period: 2 times, 3rd time late = 6 AM Team Workout.
2. Be Engaged (Give Your Best Effort)
 - One thing at a time. Hold your teammates accountable to this.
 - Practice: Calling out names, great attitude, and high energy. If you throw racquet or curse loudly = 10 push-ups.
 - Competition: During matches, call out a lot. No complaining about bad calls.
 - Classroom: Superior effort + superior attitude wins. Try your best in the classroom.
3. Be Responsible (Social Life)
 - No drinking 7 days before competition or the night before morning practice.
 - Try to give yourself 8 hours of sleep.
 - If this becomes an issue, we will address it.
4. Be Positive
 - Eliminate negative chatter. Try to put out the fire. Don't talk behind people's backs.
5. Be Honest & Trustworthy
 - If somebody is dishonest, we call them out, and they receive it.
6. Be Prepared
 - Prepare appropriately for practice (i.e. Abbey, grips, mentally ready, etc.).
7. Be Focused
 - For practice, cell phones must be put away 10 minutes beforehand. For traveling, a player gets 15 minutes when we have long trips (talk with coaches).
8. Be Ready (Holiday/Summer Expectations)
 - Thanksgiving: Take care of your body. Relax. Study.
 - Christmas: Maintain fitness and come back ready for the season.
 - Summer: Unless you are injured, come back ready. Do your best depending on your commitments. Be ready because it's an advantage.

9. **Be Supportive**

- Read the situation and respond accordingly. Talk and reach out for help when needed. Don't be afraid of saying how you feel.

10. **Be Accountable**

- Do what you say you are going to do.
- If you see somebody doing what they are not supposed to, talk to them. If you are called out by a teammate, you need to receive it.

PRACTICE

1. It should be the ambition of each player in this program to maximize our experiences here at the University; this includes training to better yourself and this program. Training is a **daily** expectation for you during the playing season, during the non-traditional season, and during the summer months (unless discussed with the coaches). We, as a coaching staff, expect you to make progress during the off-season. Only through hard work and individual effort can we improve as a team. To that end, you must accept the responsibility of becoming the best student-athlete you can be.
2. Be 10 minutes early for all scheduled practices. (i.e. weights, morning runs, afternoon practices, individual workouts, everything.)
3. 100% effort on everything we do. This means you will:
 - a. Run for every ball and hustle at all times.
 - b. Compete hard against your teammates to make them better in drilling and live play.
 - c. Be willing to push through tough days realizing you will not be at your best every day.
4. Bring a good attitude and encouragement to your team. Be willing to learn new ideas and put them into action. Once you have come through the gate be engaged in women's tennis leaving outside distractions away.
5. No swearing in English or in a foreign language. Be positive, engaged, practice with a purpose, don't let the racquet hit the ground, no ball abuse.
6. Walk together - courts to weight room and vice versa.

Failure to comply with the practice standards above could result in dismissal from the team and/or loss of scholarship.

ATHLETIC TRAINING ROOM RULES AND POLICIES

1. Always report injuries or illnesses to the athletic trainer.
 - a. We cannot help you if you do not communicate with us.
 - b. Make sure to report any changes in injury/illness status
2. If you have a new injury or illness you must make the athletic trainer aware by 10:00 am.
 - a. If you come to practice without having communicated a concern, it is expected that you are able to participate in workouts that day!
3. If injured, you are required to attend practice and check in each day with the coaching and athletic training staff.
4. If injured, you are required to attend rehab and treatments. Please make appointments with the athletic trainer to accommodate class/tutoring and practices.
5. If attending treatment before practice or match warm-up you must be in the athletic training room no later than 15 minutes prior to the start of practice/meetings.
 - a. Please communicate any conflicts (class/meetings) and arrangements will be made accordingly.
6. All medical appointments (doctor, massage, eye doctor, orthopedic doctor) will be made by the athletic trainer! If you see a doctor off campus or while you are at home you **MUST** report this to the athletic trainer!
 - a. Be respectful of appointment times and show up 10 minutes prior to all scheduled appointments
 - b. Please let the athletic trainer know ASAP if you cannot make a scheduled appointment time in order to get is canceled or rescheduled
7. You cannot go to the Health Center without a referral form from Abbey or another athletic trainer in the Coliseum (if you go without it athletics will not cover the cost).

8. If you are too ill to attend tutoring/class you **MUST** communicate with the athletic trainer! Failure to do so will result in an unexcused absence. If you can practice then you can attend class and tutoring appointments. Abbey cannot write a note to excuse an absence, only the health center can do that.
9. Always wear proper clothing when attending rehab/treatment.
 - a. Shorts, t-shirts, tank tops, Georgia issued gear.
10. Help keep the training room clean. Clean up after yourself: throw away trash and put equipment away.
11. Maintain a positive attitude and work to improve every day!
 - a. Refrain from talking about injury in a negative manner, positivity promotes healing!

Abbey Sponseller - Athletic Trainer



abbey@sports.uga.edu

DRESS CODE

1. Team Practices
 - a. Neat appearance is appreciated.
 - b. Nike gear only.
 - c. Sports bras are allowed for **home** practices only, except on match/tournament days.
 - d. Wear matching outfits for **away** practices.

2. Team Travel
 - a. Neat appearance is expected.
 - b. Air Travel: Official team apparel is preferred.

EQUIPMENT

1. All equipment issued to you is for your use. Please read all washing instructions before washing. Don't mix lights with dark and wash most of your uniforms in **COLD** water.
2. Team uniforms will be worn by all players during dual matches.
3. Make sure uniforms fit. Put your initials on all of the tags.
4. You will turn in your old shoes when given new ones.
5. We have a new inventory system for our equipment. With this system we have a limited amount of emergency equipment that will only be used on match days. During practice if you forget something, we are unable to provide you with extra equipment. Put extra items in locker in case you forget something.
6. We will turn in non-expendable items at the end of the season.
7. Racquets: It is each player's responsibility to have four good racquets strung at all times. See Drake if you need new racquets. Coaches are the only ones who can order equipment during the year.
8. **MAKE SURE GRIPS ARE PUT ON A DAY BEFORE PRACTICE AND BEFORE MATCHES START.**

VISITS BY RECRUITS

1. Throughout the year we will have recruits visiting UGA. Please make them feel at home and be as open and honest about your life here. Be creative with good sound judgment. Student-athletes are expected to abide by UGAAA policy on recruiting behavior (p. 158 of student-athlete handbook).
2. No drinking with recruits - PERIOD.
3. This is your team and the effort to make a recruit's visit a good experience will be expected of all team members. We will all share in the responsibility of entertaining the recruits.
4. All players - including seniors who may not be here the following year - have a responsibility with recruiting. You should never have the attitude, "I'm a senior; I'm not going to be here next year so it doesn't matter." A better attitude would be, "I am a senior and I want my teammates to have a successful year next year, so I am going to help out in this recruiting process."
5. Always be together as a team with recruits.

FACILITY UPKEEP

We have the best facilities in the country. Let's be respectful to ourselves and those who made having the facility possible by keeping it clean every day.

- Keep the team lounge and locker room area clear of personal belongings at all times. You have big lockers, put your stuff inside them.
- After practice each day, empty your water bottles and throw away any plastic bottles. **Never leave them out in the locker room.**
- Never leave the courts until all balls are in the basket, all cups are thrown away, and all trash is cleaned up.
- Do not leave your dirty clothes in the locker room. Take them home and wash them after every practice.

SOCIAL MEDIA

Players are expected to abide by UGAAA social media policy (p. 157 of student-athlete handbook) and represent UGA and UGA Women's Tennis well at all times, including through social media. This includes Facebook, Twitter, Instagram, etc.

- Players should not be in pictures with alcohol or any container that looks like it might have alcohol.
 - People could be monitoring you and may or may not have your best interest in mind. Do not give them any reason to find anything distasteful.
- Players should never be disrespectful to Georgia (including other athletes, coaches, administrators, professors and all other staff) or any other institutions in their postings.
- Your social media profiles **are** monitored by the administration.

ELECTRONIC DEVICES

1. **At tournaments, tennis facilities, and dual matches (home and away) electronic devices will remain put away and not used at any time.**
2. Electronic devices are to be put away during all meals.

If these rules are not adhered to, you will be requested to turn your phone in before home matches and road trips.

SPECIAL EVENTS

1. We will be asked to volunteer our services or support throughout the year from various organizations or other teams. Please enjoy the time or event as many people have sacrificed their time for you.
2. We encourage you to support the other teams by spectating when you have time.
3. The Student-Athlete Advisory Committee is in need of your support and has accomplished a great deal over the years, so get involved if you have time.

TOURNAMENTS AND DUAL MATCHES

1. **BE ON TIME.**
2. You are representing UGA so do so with the highest integrity.
3. Coaches will decide what tournaments players will play and dual match line-ups.
4. Prepare yourself ahead of time with your academic responsibilities so you don't have to stress yourself out at the tournament. Be well rested.
5. Eat sensibly and eat what you order. Do not complain about banquet or restaurant food. **Unless the staff gives you permission, do not order dessert or caffeinated drinks.**
6. **All players will wear the same outfits during match day. If you do not have part of your outfit you will not play in the match. Outfits will be given out by the associate head coach or program specialist – no exceptions.**
7. Once the on court warm-up is completed we will line up for the national anthem and line-up announcements. Between doubles and singles we will have five minutes to change before singles play begins. Once the overall match is completed we will **immediately** head to the locker room.
8. If you are not playing or your match is over, cheer for your teammates in the designated player areas. Be engaged in teammate's matches, be vocal, and let your teammates know you are there for them. When an adjacent court opens, players are now required to immediately head to that court.
9. Socializing with friends, fans, and opposing players is prohibited until after the match is completed. We would like you to be friendly with fans and family, but what they are expecting from you is for you to be into your teammates' matches and helping them achieve victory.

10. Post-match media interviews are required and will be held immediately after the team meeting. Most post-match interviews are held either on Henry Feild Court 6, in the trophy room, or in the All-American hallway.

University of Georgia Athletic Association Policies

For an exhaustive list of UGAAA policies and other information, please see pp. 116-160 of the student-athlete handbook. These include, but are not limited to:

- Academic Policies
- Alcohol & Drug Policy
- Athletic Financial Aid Guidelines
- Graduate Assistantships
- Weapons Policy
- Hazing Policy
- Sports Medicine Policies
- Ethics & Sportsmanship Standards

As a UGA student-athlete, you are responsible to abide by these policies.

ACADEMIC POLICIES (pp. 117-123)

The basic academic structure at the University of Georgia is very student-oriented. Because of the multiple demands faced by our student-athletes, we feel that we must maintain daily contact and provide assistance in your academic endeavors. There are certain athletic-related eligibility requirements, as well as regular University of Georgia policies, that must be met each semester. Due to these requirements, we must be aware of our athletes' standing and general progress. It is the goal for the team to have a minimum overall GPA of 3.20 each semester and have the highest GPA of any sport at UGA.

Therefore, the tennis staff has set forth the following policies for our players:

1. Student-athletes must miss some classes as a result of travel and scheduled competition. These absences are anticipated and are generally excused. However, unexcused absences cannot be permitted as they are in conflict with the concept of "student-athlete." Further, it is the University of Georgia's policy that no more than 12 class days may be missed per term due to competition. Any deviation from this rule must be approved by the Athletic Director (AD) and the Faculty Athletics Representative (FAR).
2. CLASS ATTENDANCE IS MANDATORY EVERYDAY. FAILURE TO GO = SUSPENSION.
3. If you are having problems in class, get help and don't wait for help to come to you. See Kenneth at once (706-542-1847 or [cell]). It is required that you meet with him once a week for 15 minutes. Tutors are available and encouraged and can be discussed with Kenneth.
4. We will follow the UGA athletic academic guidelines requiring study hall.
5. Be courteous to all of your teachers NO MATTER WHAT!
6. Never drop a class unless you talk to Glada or Kenneth.

7. No classes may be taken during the spring semester that conflict with team practice. Check with Jeff and Drake on practice times. Exceptions will be made if it is your final semester and you must have a class to graduate in May. Jeff must approve this in advance. Our Academic Counselor will make every effort to look ahead with your classes to ensure that all classes that may potentially conflict with practice will be scheduled in the fall, summer or during your 5th year. If another situation arises, Jeff must approve this class in advance.
8. Keep up the great tradition of academic success.
9. Academic responsibilities such as lectures, study groups, meetings with teachers, labs, tutoring sessions, and make up exams will NOT interfere with matches, practices, conditioning, weights, team activities, or rehab. If an emergency comes up you must get prior approval with Jeff and Kenneth.
 - a. i.e. If there is a meeting with a professor during practice, you are to go see Kenneth and explain the situation. He will call your professor and see if there is another time to meet with them. He will then call us and we will make decisions after we have heard from the professor.

CLASS ATTENDANCE AND MISSED APPOINTMENTS

(pp. 118-120)

Class Attendance

1. *First absence*: Reported to Head Coach and Sport Administrator.
2. *Second absence*: Student-athlete and Head Coach will be notified in writing that subsequent absences will result in a 10% suspension from competition. The student-athlete will also be required to meet with the Deputy Athletic Director - Student Development.
3. *Third absence*: Student-athlete will be suspended for 10% of competition and will be required to meet with the Director of Athletics or his designee. The student-athlete and Head Coach will be notified in writing of the suspension and that each subsequent absence will result in an additional 10 % suspension from competition.
 - a. Three or more in *one* class will result in suspension.
 - b. Suspended student-athlete will not dress in uniform for home competition and will not travel for away competition.
 - c. Student-athlete has 48 hours from the time of notification to submit proof of attendance to their academic counselor.

Missed Appointments

(Appointment: any scheduled meeting with an academic counselor, mentor or tutor.)

1. *First miss*: Notification of Head Coach.
2. *Second miss*: Written notification of Sport Facilitator and Head Coach.
3. *Third miss*: This absence along with subsequent absences will be reported in writing to the Athletic Director, Sport Facilitator, and Head Coach.

4. *Fourth miss*: Student-athlete will be notified in writing that subsequent absences will result in a 10% suspension from competition. The student-athlete will also be required to meet with the Deputy Athletic Director - Student Development.

5. *Fifth miss*: Student-athlete will be suspended for 10% of competition and will be required to meet with the Athletics Director or his designee. The student-athlete will be notified in writing of the suspension and that each subsequent absence will result in an additional 10% suspension from competition.
 - a. After the fifth miss, each subsequent miss will result in an additional 10% suspension.
 - b. Suspended student-athletes will not dress in uniform for home competition and will not travel for away competition.
 - c. Student-athlete has 48 hours from the time of notification to submit proof of attendance to their academic counselor.

UGA ALCOHOL & DRUG POLICY (pp. 144-153)

The Georgia State Law regarding alcohol states that a person *must be 21 years old* to purchase and use alcoholic beverages. Therefore, we believe that it is in our best interest to have a policy consistent with the law. From this date forward, it is proposed that anyone under the age of 21 refrain from the use of alcoholic beverages, and that anyone of the age of 21 or older who elects to partake of alcoholic beverages refrain from doing so during the season and use good judgment in its use otherwise.

All students enrolled at The University of Georgia are expected to adhere to the code of conduct.

Minimum sanctions for alcohol and other drug violations:

- *1st violation* – For **possession** (not consumption) of alcohol or facilitating the possession (not consumption) of alcohol by others only - Alcohol awareness class and probation for six (6) months from the date of resolution.
- *1st violation* – For **consumption**, use or distribution of alcohol, facilitating the use of alcohol by others OR illegal use, possession or distribution of illegal drugs – Alcohol and Other Drug awareness class and probation for twelve (12) months from the date of resolution.
- *1st violation* – **sale** of illegal drugs or controlled substances – suspension from the University.
- *2nd violation while on probation* – suspension from institution for current semester and 1 subsequent semester (Fall or Spring semesters only). Summer suspension may not be substituted for a Fall or Spring semester and will be included if suspension is initiated during Spring semester.
- *Two or more violations (separate incidents) while not on probation* – In cases where students are referred to the Office of Judicial Programs for additional violations that occur before the resolution of any prior violations or pending cases - suspension from institution for

current semester and 1 subsequent semester (Fall or Spring semesters only). Summer suspension may not be substituted for a Fall or Spring semester and will be included if suspension is initiated during Spring semester.

These are minimum sanctions. The findings of fact, any particular circumstances, and prior record of the student will be factors considered when determining any appropriate sanctions.

Students who are suspended from the University for any length of time should be aware that this action may impact the following:

- Tuition, Residence Hall costs and fees (suspension does not forgive financial obligations)
- Student Financial Aid including HOPE Scholarship
- Athletic participation and eligibility
- Health insurance (contact your personal health care provider)
- University Housing
- Meal Plan
- Use of University resources and access to University facilities
- Immigration status for international students
- Veterans and dependents of veterans
- Internships, assistantships, and study abroad

*** This is not an exhaustive list.**

SCHOLARSHIP AID (pp. 125-127)

Financial aid may not be renewed if the following occurs:

1. If a student-athlete consistently exhibits a lack of effort and/or progress in any area.
2. Player engages in misconduct, which prohibits participation.
3. If there is an academic deficiency (required credits) or continuous academic probation.
4. If there is continued violation of team rules such as required study hall, class attendance, and/or drinking.

If a student-athlete is injured while participating and is unable to continue this participation as a result of the injury, it is the policy of the Athletic Department to recommend renewal of the student-athlete's aid each year for a period of four years. However, the policies within this handbook still apply and loss of scholarship is still dependent on rule adherence and conduct.

If a student-athlete's aid is not recommended for renewal, the individual has a right to present her case to the scholarship committee.

WHAT YOU CAN EXPECT FROM YOUR COACHES:

1. To make all decisions on what is best for the team and then what is best for the individual.
2. To be honest and loyal in all of our dealings.
3. To provide the leadership and training necessary to achieve your/our goals.
4. To provide you with training to develop your physical and mental skills to your fullest potential.
5. To be available to you. We have an “open door” policy which makes it possible for you to see us at any time, for any reason.
6. To be firm but fair and consistent in all of our dealings.
7. To discipline you if you are not obeying the rules.

**UNIVERSITY OF GEORGIA ATHLETIC
ASSOCIATION STUDENT-ATHLETE POLICY
MANUAL FOR TENNIS CERTIFICATION**

I certify that I have read the foregoing University of Georgia Athletic Association Student-Athlete Policy Manual for Women's Tennis. I further understand that if I engage in behavior that is detrimental to the tennis team, the Athletic Association, or the University I will be subject to discipline that could include suspension, dismissal, and/or loss of scholarship. I also certify that I understand all policies and regulations outlined in this manual.

This _____ day of _____, 2019.
(date) (Month)

Student/Athlete Signature
