



**SITE  
REPRESENTATIVE  
2024-25 MANUAL**

# Division II Women's Basketball

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# Section 1 • Introduction

## Section 1.1 Overview

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Thank you for serving as an NCAA site representative at one of the regional sites of the NCAA Division II Women's Basketball Championship.

During the regional round of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division II Women's Basketball Committee. As such, NCAA site representatives are expected to conduct regional-round championship competition according to the policies and procedures outlined in this manual, the prechampionship manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials meeting before the start of regional-round competition.

In preparation for your role, please review and have on hand the following documents, which may be found on [ncaa.org](https://www.ncaa.org):

- [Prechampionship manual](#)
- [Host operations manual](#)

These documents, as well as the information found in this manual, are resources for you and should be your first reference when questions arise. Additionally, you should use the regional participant manual as a reference, which will be sent to you by the host tournament manager.

If you have any questions or concerns, please contact the NCAA staff or the chair of the Women's Basketball Committee.

On behalf of the NCAA and the Women's Basketball Committee, thank you for your time and efforts.

## Section 1.2 Responsibilities of Site Representatives

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The following is a general overview of the site representative's responsibilities:

- Serve as a representative of the NCAA during championship competition.
- Conduct championship competition according to the policies and procedure outlined in the prechampionship manual and host operations manual.
- Conduct the administrative and officials meetings in conjunction with the championship.
- Conduct a prechampionship videoconference with teams, administrators and host.
- Serve as a resource for visiting teams and the tournament director.
- Complete an evaluation of the tournament site.
- Communicate in a timely fashion to the NCAA championship staff issues and concerns that occur at the site.

# Section 2 • Contact Information

## Section 2•1 NCAA Staff and Committee Chair

### NCAA STAFF

**Karen Kirsch**  
NCAA  
P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Office: 317-917-6765  
Cell: 317-966-6438  
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Email: [khunter@ncaa.org](mailto:khunter@ncaa.org)

### DIVISION II WOMEN'S BASKETBALL COMMITTEE

#### ATLANTIC REGION

Allie De Witt  
Senior Associate Commissioner/SWA  
Mountain East Conference  
Email: [adewitt@mountaineast.org](mailto:adewitt@mountaineast.org)

#### CENTRAL REGION

Amy Anderson  
Director of Student-Athlete Success/SWA  
Arkansas Tech University  
Email: [aanderson41@atu.edu](mailto:aanderson41@atu.edu)

#### EAST REGION

Jenepher Banker  
Assistant Athletics Director/  
Head Women's Basketball Coach  
Daemen University  
Email: [jbanker@daemen.edu](mailto:jbanker@daemen.edu)

#### MIDWEST REGION

Erika Wallace, chair  
Director of Athletics  
Wayne State University (Michigan)  
Email: [erikawallace@wayne.edu](mailto:erikawallace@wayne.edu)

#### SOUTH CENTRAL REGION

Tiffany McCampbell  
Associate Athletics Director/External Relations  
Colorado School of Mines  
Email: [tiffanymccampbell@mines.edu](mailto:tiffanymccampbell@mines.edu)

#### SOUTH REGION

Stephanie Yelton  
Head Women's Basketball Coach  
University of West Florida  
Email: [syelton@uwf.edu](mailto:syelton@uwf.edu)

#### SOUTHEAST REGION

Randy Loggins  
Deputy Director of Athletics  
Converse University  
Email: [randy.loggins@converse.edu](mailto:randy.loggins@converse.edu)

#### WEST REGION

Christine Collins-Kiernan  
Head Women's Basketball Coach  
Concordia University Irvine  
Email: [christine.collins@cui.edu](mailto:christine.collins@cui.edu)

# Section 3 • Selection and Overview

## Section 3•1 Selection Process and Notification

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In order to serve as a site representative, all individuals are required to submit their contact information. All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution or for a specific sport should note this when submitting their information in the database (see Conflict of Interest below).

Site representatives will be notified after selections that they are needed to serve.

## Section 3•2 Conflict of Interest

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The NCAA is a voluntary Association comprised of public and private institutions and conferences governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations are first to their institution, second to their conference and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this statement. When considering disclosures, keep in mind those may result in an "excess benefit transaction" under Section 4958 of the Internal Revenue Code of 1986, as amended (the "Code") or other tax or other laws that may apply.

A committee member who receives information under confidential or nondisclosure terms, including but not limited to Association business or litigation matters, shall adhere to those confidential obligations as a primary matter. In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use nonconfidential knowledge or information obtained solely due to service on that committee to the disadvantage of the Association. Further, a committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member should also not participate in a discussion or vote for which the member's institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations which they may have hereunder and should recuse themselves from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. Where such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation. A committee member who acts contrary to this policy may void defense and indemnity privileges that are provided by the Association in connection with committee service.

## Section 3•3 Neutrality

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Site representatives are representing the NCAA and should be neutral in this role. We ask that site representatives dress professionally while avoiding any clothing that denotes institutional and/or conference affiliation.

## Section 3•4 Evaluation

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### TOURNAMENT SITE EVALUATION

Each site representative will be sent an electronic link after the conclusion of play to provide feedback on the championship site they served. We ask that each site representative complete this evaluation.

### CHAMPIONSHIP SITE EVALUATION

To continually improve our training of site representatives, we also will have the tournament directors complete an evaluation. This evaluation will be sent to the tournament directors via an electronic link after the conclusion of play.

# Section 4 • Important Dates

## Section 4•1 Important Dates

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### DIVISION II WOMEN'S BASKETBALL IMPORTANT DATES

<b>Notification of Selection of Site Representative</b>	March 9-10
<b>Videoconference with all Regional Hosts</b>	11 a.m. Eastern time, March 10
<b>Videoconference with National Coordinator of Officials</b>	8:30 p.m. Eastern time, March 10
<b>Videoconference with Site-Specific Host and Teams</b>	Time TBD by site representative and host, March 10
<b>Site Representative Arrival Date at Site</b>	Two days before start of competition, March 12
<b>Regional Competition</b>	March 14, 15 and 17
<b>Mandatory Postchampionship Survey Completed</b>	48 hours after competition

# Section 5 • Responsibilities

## Section 5•1 Team Championships

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### SUNDAY AND MONDAY, MARCH 9 AND 10

- Contact tournament director:
  - Schedule time for videoconference with teams and host. This call should be scheduled Monday after the 11 a.m. Eastern time regional host videoconference with the NCAA. **NOTE: This videoconference will serve as the participant call/administrative meeting. There will no longer be an on-site administrative meeting at the regionals.**
  - Confirm hotel accommodations for teams and officials, if needed.
  - Confirm your arrival time and hotel accommodations, if needed.
  - Confirm game times.
  - Discuss neutrality.
  - Discuss shipments to be received and equipment to be provided.
    - Game balls/ball rack.
    - NCAA signage.
    - Event 1 merchandise.
    - Participant medallions.
    - Regional team trophy.
    - Officials' patches.
    - Werner ladder.
  - Security/safety plan.
  - Ensure host medical staff are prepared to be at practices and game(s).
  - Discuss locations of:
    - Media interview area.
    - Training room area.
    - Videotaping location.
- Lead videoconference with host and teams (see agenda in [Appendix B](#)). Work directly with the tournament director to identify a time (after the 11 a.m. Eastern time videoconference with the NCAA) and communicate to the participating teams as soon as possible. Remind host that the finalized participant manual must be sent to the teams before the call.
- Contact the officials evaluator for your region to confirm attendance at the on-site officials meeting and travel logistics (*can be done sooner if individual is identified*).
  - The national coordinator of officials will lead a call with the selected officials for all eight regions at 8:30 p.m. Eastern time Monday. It is not mandatory for the site representative to be on this videoconference; however, it may be helpful.

### TUESDAY, MARCH 11

- Continue to communicate with tournament director to see if they are set or have questions.
- Check with visiting teams' administrators to confirm they are set and have no issues with travel.

### WEDNESDAY, MARCH 12

- Arrive on-site.
- Check with host on the following shipments:
  - NCAA signage.
  - Game balls/ball rack.
  - Merchandise from Event 1.
- Review drug-testing policies and procedures if your site is chosen.



### **THURSDAY, MARCH 13**

- Arrive at competition venue at least one hour before first practice and supervise/be present for all practices.
- Meet with tournament director to discuss:
  - Entrances – public, teams, officials, staff.
  - Ticket locations.
  - Credentials.
  - Communication (radios), if necessary.
  - Crowd control.
  - Review pregame schedule.
  - Check to be sure equipment is ready.
  - Expected media.
  - Band/cheerleaders/mascot procedures, if applicable.
  - Personnel are in place.
  - Security plan.
  - Inclement weather, if applicable.
- Perform a facility walk-through and review:
  - Press box.
  - Team bench area(s).
  - Scorer's table.
  - Floor for proper markings.
  - Media area.
  - Locker rooms (teams and officials) and security.
  - Merchandise sales area.
  - Overall look and treatment of facility.
  - Signage – all commercial signage must be removed or covered.
  - Scoreboard – advertising covered or removed.
  - Test all electronic equipment, including video review.
  - Videotape location.
  - Scouting seats.
  - Training room.
  - Evaluator location.
  - Band/cheer location.
  - Nonparticipant seating.
- Miscellaneous:
  - Make sure athletic trainer is available at all practices.
  - Make sure NCAA logo rule is observed.
  - Game balls should be used during practice to scuff them up.
  - Equipment for both teams checked.
  - Merchandise and programs (if applicable) available.
  - Review parking.
  - Confirm sports information director is prepared to report results at conclusion of competition.
- Check in with the officials' evaluator, if available.

## DAY(S) OF COMPETITION

Arrive at site two hours before start of game. Remain available to monitor and supervise all aspects of the championship.

- Perform a facility walk-through and review:
  - Signage is properly displayed and advertisements are covered.
  - Press box/scorer's table is set and ready.
  - Ensure video review equipment is set up.
  - Ensure visiting locker room(s) is clean and properly stocked with paper items.
  - Ensure that merchandise is prepared and ready to sell.
  - Ensure that digital program fliers are posted throughout the facility.
  - Check for inappropriate noisemakers.
  - Test all electronic equipment.
- Greet officials and visiting teams as they arrive.
- Check squad sizes (15) and bench limits (23).

### During Game

- Listen to and watch crowd for inappropriate noisemakers and/or signage, if applicable. Have security remove them if necessary.
- Observe coaches' and players' behavior.
- Note any problems in the stands/bleachers and have security handle any conflicts, if applicable.

### Halftime

- Be sure that officials and teams are securely ushered off and on the court.
- Check at scorer's table and press box to be sure everything is running smoothly.
- Be near when both teams come back out from halftime to ensure there are no issues.
- Perform a recount of bench limit size.

## BEFORE THE END OF GAME

- Ask the tournament director to get you an accurate count of game attendance to report back.
- Be sure everyone is prepared for end-of-game security and media needs.

## END OF GAME

- At end of game, make sure officials are safely off the court.
- Observe players and coaches shaking hands and leaving court.
- If a misconduct occurs, please contact Karen Kirsch (317-966-6438; [kkirsch@ncaa.org](mailto:kkirsch@ncaa.org)) directly.
- If possible, attend media interviews and be sure cooling-off period is observed.
- If applicable, check in with drug testing to see that there are no issues.
- Stop by the locker room of the nonadvancing team and thank head coach and team for being part of the championship.
- Communicate with regional officials evaluator to determine advancing officials. The regional officials evaluator will be responsible for contacting each official to communicate if they are advancing to the next round.

## BEFORE LEAVING SITE

- Remind sports information director to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of, and remind them to complete survey, which will be sent Tuesday, March 18.

## WITHIN 48 HOURS AFTER GAME

- Complete all requested evaluations.
- Submit expenses online. A link will be sent from the NCAA via email Tuesday, March 18.

# Section 6 • Travel, Lodging and Expense Reimbursement

## Section 6•1 Travel

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All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage (67 cents per mile round trip; rate subject to change) for up to 500 miles to the host site.

## Section 6•2 Lodging

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The host institution will be responsible for providing hotel accommodations as needed. It is the responsibility of the site representative to inform the tournament director if a hotel room will be needed. Room and tax will be billed to the host institution. All other incidentals will be the responsibility of the site representative.

## Section 6•3 Expense Reimbursement

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All site representatives will receive a \$75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem.

Once competition has been completed, an expense link will be sent directly to you via email.

## Section 6•4 Team Transportation Contact Numbers

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### SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	<a href="mailto:ncaaalo@shortstravel.com">ncaaalo@shortstravel.com</a>

### STM DRIVEN (BUS)

Phone Number	844-814-3939
Email	<a href="mailto:ncaachamps@stmdriven.com">ncaachamps@stmdriven.com</a>

### NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	<a href="mailto:travel@ncaa.org">travel@ncaa.org</a>
Website	<a href="https://ncaa.org/championships/travel/championships-travel-information">ncaa.org/championships/travel/championships-travel-information</a>

# Section 7 • NCAA Administrative Guidelines

All policies listed in this section **MUST** be reviewed during the participant call/administrative meeting videoconference.

## Section 7•1 Logo Policy

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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 2¼ 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).

## Section 7•2 Misconduct Statement

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Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics.

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 basketball 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 should be dealt with in a timely manner by the governing sports committee.

## Section 7•3 Drug-Testing Statement

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**NOTE: This statement *MUST* be read at every administrative meeting.**

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

### FREQUENTLY ASKED QUESTIONS FOR COACHES

Please review this section for questions that may arise regarding drug testing.

#### **Q. Where is the drug-testing facility for this championship?**

- A.** Check with the tournament manager, drug-testing site coordinator or the NCAA championship staff member for specific location.

#### **Q. How long does drug testing take?**

- A.** The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arrival at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.

**Q. What is an institutional representative?**

- A.** An institutional representative is an individual from the participating institution (designated by their institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the participant call/administrative meeting videoconference.

**Q. When is the institution notified of drug testing?**

- A.** An institutional representative from each team will be notified not sooner than two hours before the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the court.

**Q. When are student-athletes notified of their selection for drug testing?**

- A.** Immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who have been selected for drug testing. At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

**Q. When do student-athletes need to report to drug testing?**

- A.** Within one hour after the student-athlete has been notified.
- Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
  - Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
  - Before leaving the championship venue, coaches should check with all student-athletes to make sure they have completed their drug-testing obligations.

**Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?**

- A.** A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.
- If the rest of the team must depart the championship site before a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
  - A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
  - If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

**Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?**

- A.** No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.

**Q. What if we play a late-night game (10 p.m. or later start, local time)?**

- A.** The NCAA's late-night drug-testing policy only pertains to team championships.
- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later, local time.
  - The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start not later than noon local time, the next day, at the original testing site.
  - An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.

**Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?**

- A.** Yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.

## **Section 7•4 Inclement Weather**

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If weather conditions could alter the approved schedule, the site representative must contact the NCAA championship manager before any decisions to change the schedule are finalized and communicated to the participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

# Appendixes

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## Appendix A • FAQ

- Q. Officials have asked me how they will receive their payment and when they should expect it since the host no longer is paying them.**
- A.** All officials are paid directly by the NCAA through a system called RQ Pay. There is not a set timetable for payment, thus all inquiries should be directed to the championship manager.
- Q. A fight broke out in the stands between the home team and the visitors. What responsibility do I have to take care of this?**
- A.** You should first notify the tournament director that they need to obtain security in the section where the fight has broken out. After the fight, please gather as much information as possible from the tournament director and security, including what happened, whether anyone was thrown out of the game, and resolution. All of these facts should be written down and provided to your championship manager via email. If the situation is severe, please immediately call your championship manager to let them know what has occurred.
- Q. A team has arrived late for its practice due to travel delays. What should I do?**
- A.** Work with the host to try to get the team its full allotment of practice time if at all possible.



## Appendix B • Regional Participant Videoconference



### A G E N D A

#### NCAA Division II Men's and Women's Basketball Championship Regional Participant Videoconference Agenda

1. Welcome and introductions.
2. Travel plans.
3. Official travel party/roster/credentials.
4. Quarterfinal practice times
5. Quarterfinal gameday shootaround times.
6. Quarterfinal game times.
7. Parking/venue entry information.
8. Safety and security.
9. Team ticketing procedures.
10. Band and spirit squads.
11. Uniform requirements.
12. Media overview.
13. Video exchange/filming.
14. Medical arrangements and drug testing.
15. Gameday policies and procedures.
  - a. Pregame timing sheet.
  - b. National anthem.
  - c. Team introductions.
  - d. Media timeouts.
  - e. Official game clock.

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16. Bench seating assignments.

17. Game officials.

18. Video review.

19. Bench hydration product.

20. Awards.

21. Misconduct.

22. Division II Code of Conduct.

23. Student-athlete experience.

24. Adjournment.

## Appendix C • Talking Points – Regional Participant Videoconference



### A G E N D A

#### NCAA Division II Men's and Women's Basketball Championship Regional Participant Videoconference Agenda

##### Notes for site representatives:

- It is mandatory that the director of athletics (or designee), head coach and sports information director participate on this call.
- The text in **BOLD RED** is to be read aloud - it is permissible to use our own words, instead of reading word-for-word.
- The non-bolded, lowercase text is meant as a guide and background information and does not need to be read aloud.
- The applicable **highlighted text** should be read based on the respective championship, men's or women's.

##### 1. Welcome and introductions. **[NCAA SITE REP]**

**ON BEHALF OF THE DIVISION II MEN'S OR WOMEN'S BASKETBALL COMMITTEE, CONGRATULATIONS ON A SUCCESSFUL SEASON, AND WELCOME TO THE REGIONALS OF THE DIVISION II MEN'S OR WOMEN'S BASKETBALL CHAMPIONSHIP.**

- Site representative introduction.
- Allow host tournament director to introduce themselves, and their staff.
- Ask each institution to introduce who is on the call.

**THE GOAL OF THIS CALL IS TO FAMILIARIZE EACH TEAM WITH TOURNAMENT AND NCAA POLICIES, AND SITE-SPECIFIC INFORMATION SO EACH TEAM IS PROVIDED WITH THE BEST CHAMPIONSHIP EXPERIENCE POSSIBLE. IT IS THE EXPECTATION THAT EACH INSTITUTION IS AWARE OF, AND ADHERES TO, THESE POLICIES THROUGHOUT THEIR PARTICIPATION IN THE CHAMPIONSHIP.**

##### 2. Travel plans. **[TOURNAMENT DIRECTOR]**

- Confirm if teams are flying or driving to the host site. If needed for parking arrangement purposes, also obtain their mode of transportation while on-site - bus, vans/cars, etc.
- Confirm arrival times on-site.
- Confirm hotel assignments and hotel contact for each team and remind them of the deadline to provide their rooming list. Remind them they are required to stay at their assigned hotel.
- If applicable, provide information on hotel meeting space that is available to each team.

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3. Official travel party/roster/credentials. [NCAA SITE REP/TOURNAMENT DIRECTOR]

TEAMS ARE LIMITED TO 15 PLAYERS IN UNIFORM, AND TEAM BENCHES ARE LIMITED TO 23 TOTAL INDIVIDUALS.

THERE ARE 18 SEATS ON EACH TEAM BENCH

TEAMS ARE ADMITTED TO THEIR GAME BY A PASS LIST, AND TEAMS MAY REVISE THE LIST PRIOR TO THE GAME.

IF YOU HAVE NOT YET COMPLETED AND RETURNED YOUR TEAM PERSONNEL LIST, PLEASE SEND OT THE HOST TOURNAMENT DIRECTOR AS SOON AS POSSIBLE.

- The host tournament director should provide details on when/how teams will receive their credentials.

4. Quarterfinal practice times. [NCAA SITE REP]

- Review on-site practice times on the day prior to quarterfinal games.
- Note that practice times remain 85-minutes.

5. Quarterfinal gameday shootaround times. [NCAA SITE REP]

EACH TEAM WILL BE OFFERED 25-MINUTES OF SHOOTAROUND TIME ON THE DAY OF QUARTERFINAL GAMES. THESE SHOOTAROUND TIMES ARE CLOSE TO ALL EXCEPT FOR YOUR TEAM'S CREDENTIALLED PERSONNEL, THE NCAA SITE REPRESENTATIVE AND NECESSARY HOST STAFF.

THERE IS A FIVE MINUTE 'BUFFER TIME' BETWEEN PRACTICES, SO TEAMS SHOULD BE PREPARED TO LEAVE THE COURT IMMEDIATELY AFTER THE CONCLUSION OF THEIR ASSIGNED TIME. THOSE COMING ON TO THE COURT SHOULD BE PREPARED TO TAKE THE COURT WHEN THEIR TIME BEGINS. NO ADDITIONAL TIME IS PROVIDED FOR WARM-UP/STRETCHING- THESE ACTIVITIES SHOULD BE DONE IN THE LOCKER ROOM CORRIDOR PRIOR TO ENTERING THE COURT FOR THE START OF YOUR TIME.

- Ask if teams will be using their shootaround times. No adjustments should be made if teams choose to not use their time.

6. Quarterfinal game times. [NCAA SITE REP]

- Review quarterfinal game times and matchups.

7. Parking/venue entry information. [TOURNAMENT DIRECTOR]

ARENA ENTRY POLICIES (VIA GATE PASS LIST) AND LOCATION ARE DETAILED IN YOUR TEAM MANUAL... ALL BAGS MAY BE CHECKED PRIOR TO ENTRY TO THE ARENA.

- Review team parking location and arena entry location. Reference parking/venue map, if applicable.

8. Safety and security. [NCAA SITE REP/TOURNAMENT DIRECTOR]

- Review security staffing that is applicable to your site (uniformed personnel, event security, ushers, etc.)

ANY STOPPAGE OF PLAY WILL BE COORDINATED THROUGH THE NCAA SITE REPRESENTATIVE AND ME (TOURNAMENT DIRECTOR). WE WILL BE SEATED AT THE SCORER'S AND COMMUNICATE AS SOON AS POSSIBLE WITH PARTICIPATING TEAMS.

9. Team ticketing procedures. [NCAA SITE REP/TOURNAMENT DIRECTOR/TICKET MANAGER]

EACH TEAM WILL BE PROVIDED 150 SEATS AS CLOSE TO THEIR TEAM BENCH AS POSSIBLE. THESE SEATS WILL BE SWAPPED OUT AFTER EACH GAME SO THE NEXT GAME'S FANS WILL HAVE THE SAME OPPORTUNITY. WE ASK THAT YOU PLEASE WORK WITH YOUR FANS TO ENCOURAGE THEM TO MOVE TO OTHER SEATS IN THE BUILDING IF THEY ARE STAYING FOR ANY REMAINING GAMES.

- Review the location of coach scouting seats.

ONLY MEMBERS OF THE BASKETBALL COACHING STAFF OF THE COMPETING TEAMS MAY OCCUPY THE RESERVED SCOUTING SEATS.

THE TWO TEAMS PLAYING IN THE SECOND GAME OF A SESSION WILL EACH HAVE TWO SEATS COURTSIDE TO WATCH THE FIRST GAME.

THE ADVANCING TEAM FROM THE FIRST GAME OF THE SESSION WILL HAVE TWO SEATS COURTSIDE SET ASIDE TO WATCH THE SECOND GAME OF ITS SESSION.

- Quarterfinal games, session #1:
  - Game #1: Four seats (for the two teams playing in the second game).
  - Game #2: Two seats (for the winner of the first game).
- Quarterfinal games, session #2:
  - Game #3: Four seats (for the two teams playing in the second game).

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- Game #4: Two seats (for the winner of the first game).
- Semifinal games:
  - Game #1: Four seats (two for each team in the second game).
  - Game #2: Two seats (for the winner of the first game).

A SPECIAL SEATING SECTION HAS BEEN RESERVED FOR THE MEMBERS OF THE TEAM'S OFFICIAL PARTY WHEN THEY ARE NOT PLAYING. FOR SECURITY PURPOSES, STUDENT-ATHLETES AND TEAM PERSONNEL MUST BE WEARING THEIR UNIFORM OR CREDENTIAL TO ACCESS THIS AREA.

- The host tournament director, or ticket manager, should provide the section, row and seat numbers (or all that are applicable for your facility).

10. Band and spirit squads. [HOST TOURNAMENT DIRECTOR]

- Confirm which institutions' bands and/or spirit squads will be in attendance. If any are bringing these groups, confirm seating locations for each.

11. Uniform requirements. [NCAA SITE REP]

- Confirm uniform colors for each quarterfinal.
- The higher seed is designated as the home team and will wear light color uniforms.
- The lower seed is designated as the away team and will wear a dark, contrasting color.

BEGINNING FROM THE TIME A STUDENT-ATHLETE DEPARTS THEIR LOCKER ROOM FOR PRACTICE, GAME OR MEDIA OBLIGATION, UNTIL THE TIME THEY RETURN TO THE LOCKER ROOM, THEY MUST WEAR THE OFFICIAL TEAM UNIFORM OR WARM-UPS.

ALL ITEMS OF APPAREL (E.G., JERSEY TOPS AND SHORTS, WARM-UPS, SOCKS, HEADBANDS, WRISTBANDS, UNDERSHIRTS, LEG TIGHTS, ARM SLEEVES) MUST CONFORM TO THE SAME RULES OUTLINED FOR REGULAR SEASON PLAY.

SHOULD A STUDENT-ATHLETE BE FOUND TO BE IN VIOLATION OF ANY OF THE UNIFORM RULES, THEY MUST REMOVE THE GARMENT IN QUESTION, OR THEY WILL BE PROHIBITED FROM PARTICIPATING IN COMPETITION.

12. Media overview. [HOST MEDIA COORDINATOR]

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- Determine if any teams plan to bring a radio broadcast to the regional. If so, confirm policies and locations.
- Review postgame interview policies.

FOR ALL REGIONAL ROUND GAMES, THE HEAD COACH AND REQUESTED STUDENT-ATHLETES MUST PARTICIPATE IN POSTGAME PRESS CONFERENCES AFTER A 10-MINUTE COOLING OFF PERIOD ENDS.

WHEN THE COOLING OFF PERIOD CONCLUDES, THE ADVANCING TEAM'S HEAD COACH AND SELECTED PLAYERS WILL REPORT TO THE INTERVIEW ROOM.

THE NON-ADVANCING TEAM WILL REPORT TO THE MEDIA INTERVIEW AREA ONCE THE ADVANCING TEAM PRESS CONFERENCE HAS CONCLUDED.

13. Video exchange/filming. [NCAA SITE REP]

ALL TEAMS MUST HAVE AN UNEDITED VERSION OF THEIR LAST GAME UPLOADED TO SYNERGY NO LATER THAN TUESDAY, MARCH 11.

REGIONAL GAMES WILL BE UPLOADED TO SYNERGY BY THE REGIONAL HOST STAFF.

14. Medical arrangements and drug testing. [HOST ATHLETIC TRAINER/NCAA SITE REP]

- The host medical representative should review medical and training information, including staffing plan, training room hours, available ATC/medical services and nearest hospital location.
- The NCAA site representative should review drug testing protocols.

NCAA CHAMPIONSHIPS COMMITTEES, FOLLOWING A RECOMMENDATION FROM THE NCAA DRUG-TESTING SUBCOMMITTEE, HAVE DISCONTINUED THE PRACTICE OF ANNOUNCING WHETHER DRUG TESTING WILL BE CONDUCTED AT NCAA CHAMPIONSHIP EVENTS.

ALTHOUGH KNOWING BEFORE COMPETITION WHETHER NCAA DRUG TESTING WAS TO OCCUR HAD VALUE FOR REASONS OF CONVENIENCE, IT LEFT OPEN THE POSSIBILITY THAT STUDENT-ATHLETES MIGHT BE TEMPTED TO USE BANNED SUBSTANCES IF THEY KNEW THAT NCAA TESTING WAS NOT BEING CONDUCTED AT THE SITE OF COMPETITION.

THEREFORE, ALL COACHES AND STUDENT-ATHLETES SHOULD PRESUME THAT NCAA DRUG TESTING WILL OCCUR AT THIS CHAMPIONSHIP EVENT. PLEASE INFORM YOUR STUDENT-ATHLETES THAT IN THE EVENT THEY ARE NOTIFIED OF THEIR SELECTION

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FOR DRUG TESTING, THE STUDENT-ATHLETE MUST INFORM AN OFFICIAL REPRESENTATIVE OF YOUR INSTITUTION (E.G., COACH, ATHLETIC TRAINER) BEFORE PROCEEDING TO THE DRUG-TESTING SITE. STUDENT-ATHLETES WILL BE REMINDED BY THE COURIER TO CONTACT THEIR TEAM REPRESENTATIVE.

IF DRUG TESTING IS TO OCCUR, INSTITUTIONAL REPRESENTATIVES WILL BE NOTIFIED NO EARLIER THAN TWO HOURS PRIOR TO THEIR TEAM'S SCHEDULED TIPOFF. IF NO TESTING WILL OCCUR, THERE WILL NOT BE ANY NOTIFICATION.

STUDENT-ATHLETES SELECTED FOR DRUG TESTING MUST FULFILL ALL MEDIA OBLIGATIONS PRIOR TO ENTERING THE DRUG TESTING PROTOCOL.

15. Gameday policies and procedures. **[NCAA SITE REP]**

a. Pregame timing sheet.

THE GAME FLOOR WILL BE AVAILABLE TO TEAMS FOR WARMUPS 60 MINUTES BEFORE THE FIRST GAME OF A SESSION.

THE FLOOR WILL BE AVAILABLE A MINIMUM OF 30 MINUTES PRIOR TO THE SECOND, THIRD AND FOURTH GAME. MORE TIME MAY BE AVAILABLE, DEPENDING ON THE LENGTH OF THE FIRST GAME.

PREGAME TIMING SHEETS WILL BE AVAILABLE ON SITE IN THE LOCKER ROOM. PLEASE PAY ATTENTION TO THESE TIMING SHEETS SO GAMES CAN START ON TIME.

b. National anthem.

THE NATIONAL ANTHEM WILL BE PLAYED PRIOR TO THE FIRST GAME OF EACH SESSION AND WILL BE STAGED WITH APPROXIMATELY 13 MINUTES LEFT ON THE PREGAME CLOCK.

FOR THE SEMIFINALS AND REGIONAL CHAMPIONSHIP, THE NATIONAL ANTHEM WILL BE PLAYED ONCE AND WILL FOLLOW THE SAME PROTOCOL.

ALL COACHES AND STUDENT-ATHLETES SHOULD BE ON THE FLOOR, WITH TEAMS LINING UP ON THE FREE THROW LINE EXTENDED ON THEIR WARM-UP SIDE OF THE FLOOR.

FOLLOWING THE ANTHEM, TEAMS AND COACHES CAN SHAKE HANDS AT MIDCOURT. FOLLOWING THE HANDSHAKE, COACHES AND TEAMS MAY GO TO THEIR LOCKER ROOM OR RESUME WARM-UPS.

IF A TEAM BANDS ARE IN ATTENDANCE, THE HIGHER SEEDED TEAM'S BAND WILL HAVE THE OPTION TO PLAY THE ANTHEM. IF NO BANDS, OR THEY PREFER NOT TO PLAY, A RECORDED VERSION OF THE NATIONAL ANTHEM WILL BE PLAYED.



c. Team introductions.

FOR PLAYER INTRODUCTIONS, THE STARTERS WILL BE INTRODUCED IN ALTERNATING ORDER, BEGINNING WITH THE LOWER SEEDED/VISITING TEAM. THE ORDER OF INTRODUCTION IS: FORWARD, FORWARD, CENTER, GUARD, GUARD.

THE FIRST PLAYER INTRODUCED WILL PROCEED TO THE CENTER CIRCLE AND REMAIN THERE UNTIL THE FIRST PLAYER FROM THE HIGHER SEED IS INTRODUCED. THE TWO STUDENT-ATHLETES WILL SHAKE HANDS AND PROCEED TO THE FREE-THROW LINE IN FRONT OF THEIR TEAM'S BENCH. THE SAME PROCEDURE WILL BE FOLLOWED THROUGHOUT THE LINEUP.

THE TWO HEAD COACHES WILL BE INTRODUCED (LOWER-SEEDED COACH FIRST) AND THEY WILL SHAKE HANDS IN FRONT OF THE OFFICIAL SCORER'S TABLE.

d. Media timeouts.

- Have the host tournament director confirm the length of media timeouts. Generally, 75 seconds.
- Halftime is 15 minutes.

e. Official game clock.

THE OFFICIAL GAME TIME WILL BE THE TIME DISPLAYED ON THE GAME CLOCKS ATTACHED TO EACH BASKET, AND NOT THE TIME ON THE VIDEOBOARD(S) OR WALL SCOREBOARD(S).

16. Bench seating assignments. [NCAA SITE REP/TOURNAMENT DIRECTOR]

THE HOME TEAM BENCH WILL BE THE NORMAL HOME TEAM BENCH USED THROUGHOUT THE REGULAR SEASON BY THE HOST INSTITUTION.

- Have the host tournament director confirm home bench.

17. Game officials. [NCAA SITE REP]

PARTICIPATING TEAMS IN THE FIRST GAME OF THE SESSION WILL BE NOTIFIED OF THE NAMES OF THE GAME OFFICIALS NO LATER THAN ONE HOUR BEFORE TIPOFF VIA THE TIMING SHEET.

18. Video review. [NCAA SITE REP]

SHOULD THERE BE A NEED FOR MONITOR REPLAYS, THE GAME OFFICIALS WILL VIEW

THE REPLAY MONITORS ON THE SCORER'S TABLE.

THE SAME SITUATIONS THAT WERE REVIEWABLE DURING THE REGULAR SEASON ALSO APPLY DURING THE CHAMPIONSHIP.

THE STANDBY OFFICIAL HAS THE AUTHORITY TO SUMMON THE GAME OFFICIALS TO REVIEW THE MONITOR IN SITUATIONS IN WHICH A REVIEW IS PERMISSIBLE.

WITH THE COACHING BOX NOW STRETCHING FURTHER IN FRONT OF THE SCORER'S TABLE, COACHES- BY RULE- MUST STAY IN THE BENCH AREA DURING A REVIEW.

19. Bench hydration product. [NCAA SITE REP]

PLEASE NOTE THAT PLAYERS SHOULD ONLY BE USING POWERADE OR DASANI PRODUCTS ON THEIR TEAM BENCH OR IN THE LOCKER ROOM. COACHES ARE PERMITTED TO HAVE COKE/DASANI OR POWERADE BOTTLES BUT ANY OTHER CONTAINERS, EVEN WITH THE LABELS REMOVED, ARE NOT PERMITTED. NO NON-POWERADE SQUEEZE BOTTLES SHOULD BE ON THE TEAM BENCHES.

20. Awards. [NCAA SITE REP]

EACH NON-ADVANCING TEAM WILL RECEIVE PARTICIPANT MEDALLIONS IN THEIR TEAM'S LOCKER UPON ELIMINATION FROM THE CHAMPIONSHIP.

A REGIONAL CHAMPION TROPHY WILL BE AWARDED TO THE TEAM ADVANCING TO THE ELITE EIGHT.

AN ALL-TOURNAMENT TEAM WILL ALSO BE IDENTIFIED FROM EACH REGIONAL SITE.

21. Misconduct. [NCAA SITE REP]

- Review the misconduct statement.

MISCONDUCT IN AN NCAA CHAMPIONSHIP IS ANY ACT OF DISHONESTY, UNSPORTSMANLIKE CONDUCT, UNPROFESSIONAL BEHAVIOR OR BREACH OF LAW, OCCURRING FROM THE TIME THE CHAMPIONSHIP FIELD IS ANNOUNCED THROUGH THE END OF THE CHAMPIONSHIP THAT DISCREDITS THE EVENT OR INTERCOLLEGIATE ATHLETICS.

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 BASKETBALL 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 SHOULD BE DEALT WITH IN A TIMELY MANNER BY THE GOVERNING SPORTS COMMITTEE.

SPORTSMANSHIP CONTINUES TO BE A POINT OF EMPHASIS THROUGHOUT THE CHAMPIONSHIP. IT IS IMPORTANT THAT PLAYERS, COACHES AND OTHERS AFFILIATED WITH THE TEAM DISPLAY ACCEPTABLE FORMS OF SPORTSMANLIKE BEHAVIOR AT ALL TIMES.

OFFICIALS HAVE BEEN INSTRUCTED TO TAKE APPROPRIATE ACTION IF UNSPORTSMANLIKE BEHAVIOR IS EXHIBITED AS OUTLINED IN **RULE 10 AND APPENDIX 3 OF THE MEN'S RULES BOOK/RULE 10 AND APPENDIX 2 OF THE WOMEN'S RULES BOOK.**

A VIOLATION OF CHAMPIONSHIP POLICY OR ENGAGING IN UNSPORTSMANLIKE OR INAPPROPRIATE BEHAVIOR MAY BE DETERMINED TO BE MISCONDUCT, IN WHICH CASE APPROPRIATE PENALTIES MAY BE APPLIED, INCLUDING POTENTIAL SUSPENSION FROM CHAMPIONSHIP PARTICIPATION.

### 22. Division II Code of Conduct. **[NCAA SITE REP]**

ALL TEAMS MUST HAVE AN ADMINISTRATOR FROM THEIR INSTITUTION SIGN AN ELECTRONIC CODE OF CONDUCT ATTESTATION FORM PRIOR TO PARTICIPATING IN ANY CHAMPIONSHIP ACTIVITIES.

ADDITIONALLY, A CODE OF CONDUCT SIGNATURE PAGE MUST BE KEPT ON-FILE WITH YOUR INSTITUTION'S DIRECTOR OF ATHLETICS.

A LINK TO THIS E-FORM, AS WELL AS A SIGNATURE PAGE, WAS INCLUDED WITH MATERIALS PROVIDED AFTER SELECTIONS.

### 23. Student-athlete experience. **[NCAA SITE REP]**

THE STUDENT-ATHLETE EXPERIENCE IS PARAMOUNT AT ALL NCAA CHAMPIONSHIPS. NCAA STAFF AND HOSTS DEDICATE THEMSELVES TO PLANNING THE BEST EXPERIENCE POSSIBLE FOR ALL INVOLVED. AS PART OF OUR COMMITMENT TO GETTING BETTER, FOLLOWING THE CHAMPIONSHIP, PARTICIPANTS WILL RECEIVE A SURVEY TO PROVIDE FEEDBACK ON THEIR EXPERIENCE AND INPUT ON HOW THE CHAMPIONSHIP CAN BE IMPROVED IN THE FUTURE. INSTITUTIONAL ADMINISTRATORS AND COACHES WILL RECEIVE AN EMAIL CONTAINING A LINK TO THE SURVEY AND WILL BE ASKED TO FORWARD THE SURVEY TO STUDENT-ATHLETES.

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WE DO UNDERSTAND THAT SOMETIMES CERTAIN CIRCUMSTANCES OR CONDITIONS OCCURRING DURING THE EVENT MAY REQUIRE REAL-TIME CONSIDERATION. IN THIS CASE, PARTICIPATING INSTITUTIONS MAY REACH OUT TO THEIR REGIONAL SITE REPRESENTATIVE OR THE NCAA NATIONAL OFFICE STAFF.

24. Adjournment. [NCAA SITE REP]

- Ask participants if there are any questions or topics that were not covered.

## Appendix D • Travel Expense System – Traveler User Guide

### TRAVEL EXPENSE SYSTEM – TRAVELER USER GUIDE

1. On the last day of your meeting or trip, your staff liaison will authorize you to file an expense report. Once authorized, you will receive an email advising you to file your expense report and giving you the link to the system and login instructions.
2. The new system has been redesigned to offer the following conveniences:
  - a. One username and password for all trips.
  - b. View the status of all expense reports, as well as payment information, in one place.
  - c. Simplify the system and improve usability.
3. Once you have received your email, follow the instructions to access the system and log in. On the home screen, you will see a list of all expense reports you are authorized for, as well as those already filed. Click on the column headers to sort the list as you prefer or use the Search box to locate a particular trip.
4. To begin a new expense report, click on the Create link.

Trips Profile

Welcome, Juanita Sheely  
Change Password | Contact Us | Logout

Trips

Show / hide columns

Search:

Show 10 entries

Travel group	Meeting dates	Meeting location	Meeting name	Travel type	Primary Expense Report	Secondary Expense Report
Committee	02/04/2015-02/06/2015	San Diego, CA	Site Visit	Per Diem	<a href="#">Create</a>	
Officials	01/12/2015-01/15/2015	Washington, DC	DII Men's Basketball Second Round	Per Diem	<a href="#">Create</a>	
Program	01/15/2015-01/18/2015	Washington, DC	Leadership development	Actuals	<a href="#">Approved: Payment Pending</a>	
Committee	01/13/2015-01/17/2015	Washington, DC	NCAA Convention	Per Diem	<a href="#">Approved</a>	
Transient	01/14/2015-01/15/2015	Washington, DC	Officials Observation	Per Diem	<a href="#">Approved</a>	

5. First enter your travel dates. You can type the dates in or use the calendar icons to select them.
6. If you are eligible for per diem, your reimbursable amount will automatically populate based on your travel dates and the dates authorized by your staff liaison.

**Approvals > Approving Expense Report**

**Expense Report**

Event dates: 02/11/2015 - 02/11/2015  
 Purpose of trip: Site visit  
 Location: San Diego, CA  
 Travel dates: 02/10/2015 - 02/11/2015

**Expenses**

Expense	Unit	Amount	Receipt	Notes
Per Diem 2 day(s) * 75		150.00		

Select To Add Expense

7. If you have other expenses to claim, click the Select to Add Expense drop-down menu, and choose the expense type from the drop down menu. Note, if per diem is paid, the NCAA does not reimburse items such as meals, parking, lodging, ground transportation, tolls, etc., except in extraordinary circumstances. Per diem travelers will most often claim mileage and baggage fees.

For each expense, enter the amount being claimed. If you are claiming an expense not ordinarily reimbursed, use the notes section to provide your reason for the request.

**Trips > Editing Expense Report**

**Expense Report**

Committee/program:  
 Meeting dates: 02/04/2015 - 02/06/2015  
 Meeting name: Site Visit  
 Location: San Diego, CA  
 Travel dates: 02/03/2015 - 02/06/2015

**Expenses**

Expense	Unit	Amount	Receipt	Notes
Per Diem 4 day(s) * 75		300		

Meals  
 Lodging  
 Mileage @ 0.53  
 Ground Transportation  
 Airfare  
 Other  
 Baggage  
 Select Pay To

- Some expenses will require you to submit receipts. When required, the Receipt field will be populated. To submit, simply click the Browse button and attach the appropriate file from your computer. The system can only accept pdf files.

**Expense Report**

Committee/program:

Meeting dates: 02/04/2015 - 02/06/2015

Meeting name: Site Visit

Location: San Diego, CA

Travel dates: 02/03/2015 - 02/06/2015

Expense	Unit	Amount	Receipt	Notes
Per Diem 4 day(s) * 75		300		
Mileage @ 0.53	400	212		
Lodging		102.35	Browse... No file selected.	stuck in connecting city overnight

- Once all expenses are entered, choose who payment should be made to. You can choose yourself, or your institution, conference or business.

To choose yourself, select Self from the drop-down menu. If the system does not have a record of paying you previously, you will need to add your address by clicking the Add Address button.

**Pay To**

Self

**Mailing Address**

No tax address is configured

Add Address

Please add your mailing address. This is the address we will send all 1099 forms to, if applicable.

- On the address screen, enter your Social Security Number and current mailing address in the fields provided. When complete, click Create Address change to be taken back to the expense entry screen.

If the system indicates you have been paid by the NCAA previously, the address we currently have on file for you will be shown. Please be sure that address is correct or enter any changes by clicking Modify Address.

	Current Address	Unapproved Update
Address 1	123 Main St	
City	Anytown	
State	IN	
Postal code	46204	
Country	USA	

Modify Address

Please verify your mailing address. This is the address we will send all 1099 forms to, if applicable.

11. Finally, if the payment is being made to you, we will need your bank information in order to pay you by electronic funds transfer, or direct deposit. As with your address, if the system does not have your information on file, you will need to click Add Bank and complete the required fields. Once complete, click Update Bank Info.



State

IN

Postal code

46204

Country

USA

Modify Address

Please verify your mailing address. This is the address we will send all 1099 forms to, if applicable.

Payment Information

Bank is not configured

Add Bank

Please enter your bank information to receive funds via direct deposit.

Bank Info

Bank Info

Bank name

Account type

Select Account Type ▾

Routing number

Account number

Update Bank Info

If the system indicates you have been paid by the NCAA previously, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking Modify Bank.

Payment Information

	Current Bank	Unapproved Update
Bank name	PNC	
Account type	Savings	
Routing number	071923456	
Account number	123852	

Modify Bank

- Once all expense, address and bank information is complete, click Submit to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.
- If the expense report should be paid to your institution, business or conference, choose Organization from the drop-down menu. Then begin typing the name in the Select Organization field, and choose the correct one from the list. Payments made to an organization do not need to provide address or bank information.



Pay To  
Organization

Select Organization

- AMERICAN BASEBALL COACHES ASSOCIATION
- AMERICAN BAR ASSOCIATION
- AGNES SCOTT COLLEGE
- ALFRED UNIVERSITY
- AURORA UNIVERSITY

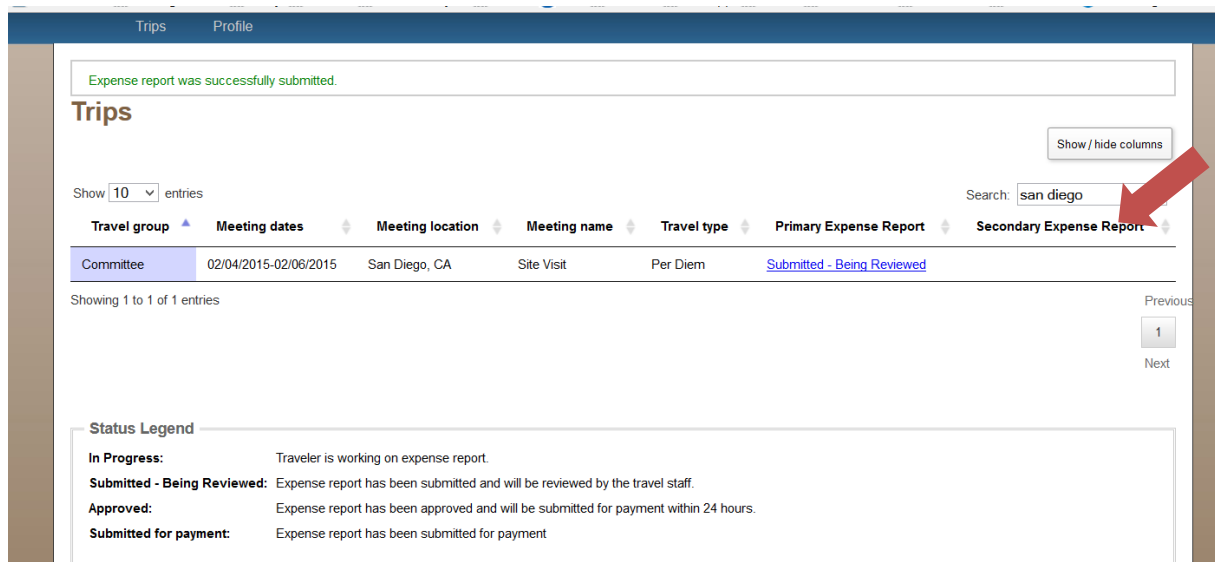
Staff Notes  
Note Created by

Add

Update Expense report Submit Trips

14. Did you forget an expense? If you find you've forgotten to claim an expense after you have clicked submit, you can still request reimbursement. Simply log back into the system. Any report eligible to have a forgotten expense claimed, will have a Create link available in the Secondary Expense Report column. This option will only be available after the primary expense report has been approved and submitted for payment.

If the Secondary Expense Report option is not available, contact the travel department and an adjustment to the report can be made.



Trips Profile

Expense report was successfully submitted.

### Trips

Show / hide columns

Show 10 entries

Search: san diego

Travel group	Meeting dates	Meeting location	Meeting name	Travel type	Primary Expense Report	Secondary Expense Report
Committee	02/04/2015-02/06/2015	San Diego, CA	Site Visit	Per Diem	Submitted - Being Reviewed	

Showing 1 to 1 of 1 entries

Previous 1 Next

Status Legend

- In Progress:** Traveler is working on expense report.
- Submitted - Being Reviewed:** Expense report has been submitted and will be reviewed by the travel staff.
- Approved:** Expense report has been approved and will be submitted for payment within 24 hours.
- Submitted for payment:** Expense report has been submitted for payment.

If you have trouble using the system, please contact the travel department at [travel@ncaa.org](mailto:travel@ncaa.org) or 317-917-6757.