



SITE REPRESENTATIVE 2024-25 MANUAL

Division III Women's Basketball

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Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as an NCAA site representative at one of the preliminary-round sites of the NCAA Division III Women's Basketball Championship.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division III Women's Basketball Committee. As such, NCAA site representatives are expected to conduct preliminary-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 preliminary-round competition.

Please note: A teleconference will be conducted at 11 a.m. Eastern time Feb. 20 for all potential site representatives and NCAA staff to review duties and responsibilities.

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: [ncaa.org/championships/division-iii-womens-basketball](https://www.ncaa.org/championships/division-iii-womens-basketball)
- Host operations manual: [ncaa.org/championships/division-iii-womens-basketball](https://www.ncaa.org/championships/division-iii-womens-basketball)

These documents, as well as the information found in this manual, are invaluable resources for you and should be your first reference when questions arise.

If you have any questions or concerns, please contact the NCAA staff or the Division III women's basketball chair.

On behalf of the NCAA and Division III women's basketball, thank you for your time and efforts.

Section 1•2 Responsibilities of Site Representatives

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

- To serve as a representative of the NCAA during championship playoffs;
- To conduct championship competition according to the policies and procedures outlined in the prechampionship manual and host operations manual;
- To conduct the administrative meeting in conjunction with the championship;
- To conduct a prechampionship teleconference with teams, administrators and host (if applicable);
- To serve as a resource for visiting teams and tournament director;
- To complete an evaluation of the tournament site; and
- To 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 National Committee

NCAA STAFF

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NATIONAL COMMITTEE

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REGION IX**Diane Gilbert**

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REGION X**Kendra Whitehead**

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Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

In order to serve as a site representative, all individuals are required to participate in the mandatory site representative training for the specific sport. 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

[Reference the August 2008 Executive Committee minutes.]

The NCAA is a voluntary Association comprised of colleges, universities, conferences and other organizations, and 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.

In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use knowledge or information obtained solely due to service on that committee to the disadvantage of the Association during the term of committee service. 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 that he/she may have hereunder, and should recuse himself/herself 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. When 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.

Section 3•3 Neutrality

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

Section 3•4 Evaluations

TOURNAMENT SITE EVALUATION

We ask that each site representative provide feedback on the championship site at which they served. The NCAA staff will email the appropriate electronic link in order to complete this evaluation.

CHAMPIONSHIP SITE EVALUATION

In an effort 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, from the NCAA staff, as an electronic link after the championship rounds have been completed.

PARTICIPANT EVALUATION OF CHAMPIONSHIP SITE

Additionally, we will ask the participants to complete an evaluation. It will be sent to the athletics directors, coaches and senior woman administrators as an electronic link after the championship game.

OFFICIALS EVALUATION

In order to obtain feedback on the officials at the site they served, we ask that site representatives remind each participating coach to complete evaluations following their games using an electronic link that is provided.

Section 4 • Important Dates

2025 DIVISION III WOMEN’S BASKETBALL IMPORTANT DATES

Mandatory Site Representative Training	11 a.m. Eastern time Thursday, Feb. 20.
Notification of Selection of Site Representative	Monday, March 3 (first/second rounds) and Sunday, March 9 (sectional rounds).
Site Representative Arrival Date at Site	Thursday, March 6 (first/second rounds) and Thursday, March 13 (sectional rounds).

Section 5 • Responsibilities

Section 5•1 Team Championships

NOT LATER THAN TUESDAY BEFORE COMPETITION

- Contact tournament director:
 - Confirm time for call with teams and host (date and time).
 - Confirm hotel accommodations for team(s) and officials, if needed.
 - Confirm your arrival time and hotel accommodations, if needed.
 - Confirm game and practice times.
 - Discuss neutrality.
 - Discuss equipment to be received and equipment to be provided.
 - Confirm date/time and virtual link for administrative meeting.
 - Confirm date/time and location of Officials' meeting.
 - Security/safety plan.
 - Ensure host medical staff are prepared to be at practices and game(s).
 - Confirm host is prepared to stream all games.
 - Confirm host is prepared to provide video review.
 - Discuss locations of:
 - Media/interview areas.
 - Training room area.
 - Videotaping and photography areas.
- Lead call with host and teams (see [Appendix B](#)). Call should be completed by **noon Tuesday**.

NOT LATER THAN WEDNESDAY BEFORE COMPETITION

- Check with host on the following shipments:
 - NCAA signage.
 - Game balls.
 - Merchandise from Event1.
 - Programs (if applicable).
 - Participant medallions.
- Review drug-testing policies and procedures if your site is chosen.

NOT LATER THAN THURSDAY BEFORE COMPETITION

- Check with tournament director to see if he/she has questions.
- Check with visiting teams' administrators to be sure they are set and have no issues with travel. Remind them of the virtual administrative meeting.

DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament director to discuss the following:
 - Entrances – public, teams, officials, staff.
 - Ticket locations.
 - Credentials/players – pass list.
 - Communication (radios), if necessary.

DIVISION III WOMEN'S BASKETBALL

- Crowd control.
- Review pregame schedule.
- Check to be sure equipment is ready.
- Expected media.
- Spirit squad/mascot procedures, if applicable.
- Personnel are in place.
- Security plan.
- Inclement weather, if applicable.
- Perform a facility walk-through and review:
 - Check gym for proper markings.
 - Press table(s).
 - Team bench area(s).
 - Scorer's table, if applicable.
 - Media/interview 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.
 - Confirm placement of video review equipment.
 - Videotaping/photography areas.
 - Scouting seats, if applicable.
 - Training room.
 - Evaluator location, if applicable.
 - Spirit squad location, if applicable.
 - Nonparticipant seating, if applicable.
 - Warmup area before games.
- Miscellaneous:
 - Make sure athletic trainer is available at all practices.
 - Make sure NCAA logo rule is being observed.
 - Game balls should be used during practice to scuff them up.
 - Equipment for both teams checked.
 - Merchandise available. Digital program information posted (at merchandise area, ticket window and high-traffic areas).
 - Review parking.
 - Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.
 - Determine method for distribution of participant medallions (e.g., in locker rooms).
 - Confirm SID is prepared to report results at conclusion of competition.
 - Review script with communications representative/PA announcer.
- Lead administrative meeting:
 - Review NCAA administrative policies.

DAY OF COMPETITION

Arrive at site two hours before start of game. Remain available to monitor and supervise all aspects of the championship as indicated in the site representative and host operations manuals.

- Perform a facility walk-through and review:
 - Signage is properly displayed and advertisements are covered.
 - Press box/scorer's table/coaches' booth are set and ready, if applicable.
 - Check visiting locker room(s) for cleanliness and is properly stocked with towels, toilet paper, water, ice, soft drinks (Coke product), light snacks, white board/markers/erasers .
 - Ensure that sales locations for merchandise and programs (if applicable) are prepared.
 - Check for inappropriate noisemakers.
 - Test all electronic equipment.
- Greet officials and visiting team(s) as they arrive.
- Check squad sizes and bench limits.
- Collect starting lineups 15 minutes before start of game and provide it to PA, if applicable.

During Game

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

Halftime

- Be sure that officials and teams are securely ushered on and off the court.
- Check at scorer's table (if applicable) and press table to be sure everything is running smoothly.
- Be near when both teams come back out from halftime to ensure that 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 of court.
- Observe players and coaches shaking hands and leaving court.
- If a misconduct occurs, please contact the NCAA championship administrator.
- Attend media interviews and be sure cooling-off period occurs.
- Check in with drug testing to see that there are no issues, if applicable.
- Stop by the locker room of the nonadvancing team and thank head coach and team for being part of the championship.
- If there is a potential misconduct, the NCAA championship manager must be contacted immediately and a written report must be emailed.

BEFORE LEAVING SITE

- Obtain a final copy of stats sheets and remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of, and remind him/her to complete surveys.
- Call/email NCAA national office with quick report.
- Call/email Regional chair with game report from first and second rounds.

WITHIN 48 HOURS AFTER GAME

- Complete all requested evaluations.
- Complete misconduct reports, if applicable.
- Submit online Statement of Expenses. This link will be provided by the NCAA. Reference [Appendix F](#) for the expense system user guide.

Section 6 • Travel, Lodging and Expense Reimbursement

Section 6•1 Travel

All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage (at the current government rate) for up to 500 miles to the host site.

Section 6•2 Lodging

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

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, a link to submit an online expense reimbursement form will be emailed to you to complete for reimbursement.

Section 6•4 Team Transportation Contact Numbers

SHORT’S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	ncaaalo@shortstravel.com

NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	travel@ncaa.org
Website	ncaa.org/championships/travel/championships-travel-information

Section 7 • NCAA Administrative Guidelines

All policies listed in this section **MUST** be reviewed during the administrative meeting.

Section 7•1 Logo Policy

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

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

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice 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 Use of Tobacco Products

[Reference: Bylaw 11.1.5 in the NCAA Divisions I, II and III Manuals, Bylaw 17.1.8 in the NCAA Division I Manual, Bylaw 17.1.9 in the NCAA Division II Manual and Bylaw 17.6.3 in the NCAA Division III Manual.]

The use of tobacco products surrounding NCAA championships is against championship policy and many facility policies. Violations of the policy are subject to misconduct penalties and team administrators are asked to ensure this policy is adhered to, particularly at the competition site and in any public settings. Penalties for violating this policy are outlined in the misconduct provisions and may include financial implications.

Section 7•4 Drug-Testing Statement

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. For Team Championships (e.g., baseball, field hockey, lacrosse):** An institutional representative is an individual from the participating institution (designated by his/her institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the administrative meeting.
- A. For Individual/Team Championships (e.g., golf, tennis, track and field, swimming):** An institutional representative is an individual (e.g., coach, athletic trainer) who should be informed by the student-athlete that he/she will be proceeding to drug testing. On some occasions, an institutional representative must certify the identity of the student-athlete at the drug-testing site.

Q. When is the institution notified of drug testing?

- A. For Team Championships:** An institutional representative from each team will be notified not sooner than two hours before the start of its 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 playing field.
- A. For Individual/Team Championships:** Only the student-athlete is notified of his/her selection for drug testing. The student-athlete is then responsible for notifying an institutional representative of his/her selection.

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

- A. For Team Championships:** 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.
- A. For Individual/Team Championships:** An official drug-testing courier will notify student-athletes of their selection for drug testing, usually on completion of the student-athlete's event, session or day of competition. The student-athlete then informs an institutional representative from his/her institution before proceeding to the drug-testing site.
- A. For All Cases:** 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. For Team Championships:** Within one hour after the student-athlete has been notified.
- A. For Individual/Team Championships:** The official drug-testing courier will provide the student-athlete with specific instructions as to when to report to drug testing.
- A. For All Cases:**
- 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 prior to 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 before 10 a.m., local time, the next day.
 - 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. For Team Championships:** 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.
- A. For Individual/Team Championships:** It depends. If the student-athlete has deferred drug testing until later that day, an institutional representative must be at the collection station to certify the identity of each student-athlete before the student-athlete will be allowed to check in. Otherwise, the official drug-testing courier will accompany the student-athlete to drug testing.

Section 7•5 Inclement Weather

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 participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA has made arrangements through DTN to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff.

The site representative should request that the tournament director include his/her email and/or phone via text to the WeatherSentry system so he/she can receive the weather updates.

For detailed lightning and weather guidelines, refer to [Appendix G](#).

Appendixes

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Appendix A • FAQ



NCAA WOMEN'S BASKETBALL SITE REP

A Quick FAQ Guide



TRAVEL DISTANCE

- The team traveling from the farthest distance gets first choice of the practice time made available by the host institution.
- A team flying/arriving the night before day one practices should still choose based on the institution's distance from the host.
- The host institution should take the remaining option after the traveling teams have selected their practice time.



MEETINGS, HOTELS, ETC.

- Administrative Meeting: Thursday evening, agenda and notes Appendices C and D in Site Rep Manual; all coaches and one team administrator should be in attendance (in-person or virtually), collect credential list, band pass gate list and spirit squad pass gate list.
- Officials Meeting: Friday, agenda appendix E in Site Rep Manual.
- Host institution should assign hotels for teams; teams should use the hotels assigned.



BENCH & TEAM CREDENTIALS

- Bench Access Credentials (27 total)
 - 20 - Bench Chairs (any combination of student-athletes and coaching staff)
 - 5 - On-Floor Student-Athletes
 - 2 - Medical Only (chairs behind bench)
- Additional Credentials
 - Any student-athletes above and beyond what is included in the bench area, will be given a credential and be placed in seating in proximity behind the team bench.
 - 5 - Additional Administrative Credentials (temporary floor access; must purchase tickets)



STUDENT-ATHLETE PARTICIPATION

- **Practice:** All-student-athletes on an institution's official roster may practice.
- **Shoot Around:** All-student-athletes on an institution's official roster may practice.
- **Warm-Ups:** All student-athlete dressed for the bench area may participate in warm-ups.
- **Game:** Only the 15 student-athletes listed in the official scorer's book may participate.
- **Notes:**
 - The 15 student-athletes may change from one day to the next if the coach chooses to do so.
 - All student-athletes on an institution's roster will be permitted in the locker room for pregame, halftime and postgame meetings.



PRACTICE TIME & INFO

- **Practice (Day Before Game):** 90 minute maximum, closed to the student-athletes and credentialed individuals.
- **Shoot Around (Game Day):** 75 minute maximum, closed to the student-athletes and credentialed individuals.
- **Start Time:** Time starts at the scheduled time or when a player or coach touches the ball or ANY basketball team activity takes place in the playing area. Dynamic warm-up is acceptable before the clock starts.
- **Buffer:** Best practice to place a 10-minute buffer between practices and a five-minute buffer between shoot arounds.



BAND, SPIRIT SQUAD & MASCOTS

- **Band:** 25 band members and one director; director will be provided a limited access credential. (Appendix J Site Rep Manual)
- **Spirit Squad:** 12 spirit squad members and one coach; coach will be provided a limited access credential. (Appendix K Site Rep Manual)
- **Mascot:** One mascot credential. (Appendix K Site Rep Manual)

Appendix B • Teleconference Agenda with Teams and Host

AGENDA

NCAA Division III Women's Basketball Championship
Conference Call
Preliminary Round – Site Rep, Tournament Host, and Teams

TIME

PHONE NUMBER

ACCESS CODE

OR Web Conference Platform Designated by the Host

1. Welcome and congratulations.
2. Roll call.
3. Video exchange.
4. Practices. (Confirm time zone) [90 Minutes Each]

Thursday – Team_____ Time_____
Team_____ Time_____
Team_____ Time_____
Team_____ Time_____

Friday - Game 1 home team _____ Time_____
Game 1 away team _____ Time_____

Game 2 home team _____ Time_____
Game 2 away team _____ Time_____

Saturday - Winner of Game 1 team _____ Time_____
Winner of Game 2 team _____ Time_____

*Practices are closed to the student-athletes plus up to eight additional credentialed individuals that would make up the bench size. The team administrator is responsible for ensuring that only those appropriate individuals are participating in the closed practice.

5. Transportation.

Team _____ Arrival Time _____

Team _____ Arrival Time _____

Team _____ Arrival Time _____

6. Credentials/Tickets.

27 bench credentials/20 bench chairs with two chairs behind for doctors (See appendix J in Site Representative Manual).

Ticket Sections and Allocations:

Team _____ Section _____

Team _____ Section _____

Team _____ Section _____

Team _____ Section _____

Deadline to return tickets _____

7. *Game times.

First Round Game #1 _____ v _____ (home/away) time: _____

First Round Game #2 _____ v _____ (home/away) time: _____

Second Round Game Winner Game #1 v Winner Game #2 (home/away) time: _____

8. Game uniforms.

9. *Lodging.

Team _____: Hotel (contact person and number) _____

Team _____: Hotel (contact person and number) _____

Team _____: Hotel (contact person and number) _____

10. *Administrative meeting on Thursday

a. Virtual

b. Time

c. Required attendance

11. Game balls.

12. Required forms. Located in Selections Information Share Site.
 - a. Credential list
 - b. Band pass gate list
 - c. Spirit Squad pass gate list

13. Sport information/media information
 - a. Radios
 - b. Photographers
 - c. Media Credentials

14. Merchandise at practice?

15. Parking.

16. Video review will be used.

17. Questions.

Appendix C • Administrative Meeting Agenda

A G E N D A

National Collegiate Athletic Association

NCAA Division III Women's Basketball Championship
Pre-Championship Meeting (Virtual)

NCAA Site Rep _____

1. Welcome and introductions.
2. Travel party and squad sizes.
 - a. Travel party is 20.
 - b. Bench personnel is 15 players plus 10 additional. May also have two medical. Bench chairs are set to 20. If you have two medical they go behind bench, for a total of 27.
 - c. Spirit Squad and Band.
 - d. Collect lists (Roster Forms: Appendixes A1, A2, A3 of Host Ops Manual or J,K,L of the Site Rep Manual).
3. Misconduct statement.
4. Drug Testing statement.
5. Officials.
 - a. Introduction of officials.
 - b. Transportation to arena.
 - c. Arrival time at arena.
 - d. Meeting time with scorers' table personnel.
 - e. Expense forms – Online via RQ+.
6. Review pregame schedule.
 - a. Practice times on Friday (75 minutes) and when floor is available for pregame. *(Provide or show a copy of team and fan seating chart from tournament director)*
 - b. Official's notification to teams in locker rooms.

DIVISION III WOMEN'S BASKETBALL

Pre-Championship Meeting Agenda Page No. 2

- c. Introduction of student-athletes.
 - d. Review of timing sheets. *(Provide a copy of timing sheets from tournament director)*
 - e. Security for teams.
 - f. Scouting seat locations.
7. Halftime schedule.
- a. Bands and other activities.
 - b. Officials' notification to teams in locker rooms.
8. Confirm game balls that will be used.
9. Confirm uniforms.
10. Filming/videotaping arrangements.
11. Video Review.
12. Crowd control policies.
13. Site Representative placement – at scorer's table during all practices and games.

Host Media Coordinator _____

- 1. Postgame interview policy and procedure to be used (e.g., order of interview, cooling off period, location of interviews).
- 2. Distribution of stats at every timeout and end of game.

Tournament Director _____

- 1. Review diagram of facility (locker room locations, drug testing location, media interview location, training room).
- 2. Review laundry arrangements. [Reminder: remove patches before laundering]
- 3. Review parking arrangements.

Pre-Championship Meeting Agenda
Page No. 3

4. Merchandise available to teams.
5. Digital Programs.

Sports Medicine _____

1. Review medical procedures.
2. Review availability of athletic trainers and athletic training facilities.

NCAA Site Rep _____

1. Reminder for advancing team.
 - a. Video exchange.
 - b. Conference call for participating teams next week.
2. Site and Officials evaluations.
3. Participant awards.

Thank you and good luck!

Each team should be provided the following from the host at this meeting:

Copy of agenda
Credentials (provided at practice)
Completed Team and Fan Seating Location
Form Officials Evaluation Forms
Pre-Game Timing Sheet

Appendix D • Administrative Meeting Notes for Site Representative

A G E N D A

National Collegiate Athletic Association

NCAA Division III Women's Basketball Championship Pre-Championship Meeting – Site Rep Notes

1. Welcome and introductions.
 - a. Congratulate teams and do introductions (NCAA site rep, tourn. dir., teams, officials)
 - (1) Welcome and congratulations on a successful season and advancing to the NCAA women's basketball championship.
 - (2) Introduce self: NAME, TITLE/SCHOOL and will be serving as the NCAA rep during this tournament.
 - (3) Have everyone else introduce themselves, their title, school and for those individuals working the tournament, please let everyone know what your role will be.
2.
 - a. The official traveling party for the championship is 20. (Reimbursed by NCAA)
 - b. Bench personnel is 15 players plus 10 additional. May also have two medical. Bench chairs are set to 20. If you have two medical they go behind the bench. The team will receive a total of 32 credentials (including the two medical), the five additional available are for an SID (1) and four (4) for temporary floor access (Reference credential list).

A maximum of 25 persons in the team bench from the start of the pregame warm-up through the entire game. There should only be 20 total chairs on each bench, then two chairs immediately behind the bench should be occupied by the two medical personnel. Of the maximum of 27 credentials to be distributed for the bench area, two are designated for institutional medical personnel and chairs should be placed behind the bench. An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule. The event manager may provide additional chairs for the tournament doctor and a security representative, who shall not be included in the bench limitation.
 - c. Spirit team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution's director of athletics; all other institutional representatives will be admitted only on presentation of a ticket. Band members, not to exceed 25 in number, who are in uniform and performing at the championship will not be charged admission to the competition. Under no circumstances will a team be permitted more than 25 band members or 12 spirit squad members.

Collect from each coach their credential list, Band list and Spirit Squad list.
3. *[Please read this statement in its entirety.]* Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, or at the locale of the competition or practice that discredits the event or intercollegiate athletics. Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event.

Pre-championship Meeting - Notes
Page No. 2

Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of bylaw 31.1.8.

4. *[Please read this statement in its entirety.]* 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 prior to 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-student-athletes should presume that NCAA drug testing will occur at this championship event. Please note that no student-athlete will be notified of or escorted to NCAA drug testing without the knowledge of an official, credentialed representative from that student-athlete's institution.

5. Officials.
 - a. Introduce the officials and which game they are officiating.
 - b. Confirm how officials are being transported to the arena.
 - c. Ask what time they will be arriving at the game. Ask the host site who is the game representative and security who be with the officials once they arrive. Ask the host site how the officials will get from their locker room to the court and back. Confirm security is with them.
 - d. Confirm Meeting times of officials with scorer's table personnel.
 - e. Remind officials that they will paid directly by the NCAA (RQ+) and the host will be paying their lodging.
6. Review pregame schedule.
 - a. Confirm practice times on Friday. Should be 75 minutes.
Double headers. Teams have 30 minutes of warm-up time on the floor before the start of the game.
Single games. Teams have 60 minutes of warm-up time on the floor before the start of the game.
 - b. Officials' notification to teams in the locker rooms.
 - c. The national anthem will be played before the first game of each session of competition. Following team warm-up, the following protocol will be used for the national anthem and player introductions at all rounds of competition:
 - Teams return to their benches for team huddles, announcements.
 - Teams line up on foul line for national anthem then go back to their bench.
 - Beginning with the visiting team alternating introduction of Forward, Forward, Center, Guard, Guard.
 - After each player is introduced they will meet at half court to shake hand and return to the free throw line area directly in front of their own bench. **Players will not shake hands of coaches or officials.**
 - Coaches will be the last to be introduced and they will meet at half court in front of the scorer's table to shake hands and then return to their own bench area.

Pre-championship Meeting - Notes Page No. 3

- Officials will blow whistle to call teams to center court.
- Play begins immediately.
- d. Review timing sheet including media timeouts.
- e. Have host explain how security will be taking teams on and off the floor including the barriers that they have in place to insure fans stay out of players area.
- f. Have host explain location of scouting seats.

7. Halftime schedule.

- a. Bands and spirit squads – check to see if anyone will have their band, spirit squad, and/or mascot at the game. Have the host discuss halftime entertainment.

Ask whether or not there will be bands playing during the contest. If yes, remind them that bands are NOT allowed to play after the official has blown his/her whistle to start play. They are allowed to play at timeouts and before and after competition. If both teams' bands are present, they should alternate turns during stoppages of play.

- b. Officials' notification to teams in the locker rooms.

8. Game balls. Eight Wilson EVO NXT gameballs will be shipped to each site. Remind them to use them during tournament practices to break them in.

9. Confirm uniform colors.

Teams that played in the first game of the previous round will wear dark jerseys. Teams that played in the second game of the previous round will wear light jerseys. Bench designations (home/visitor) shall be made before the tournament by the host institution. The home bench shall be assigned to the team wearing light-colored jerseys. *The host institution will be the home team, will be assigned to the home bench and will wear light uniforms. If the host team is not participating, the home bench will be to the left of the scorer's table (facing the scorer's table).

10. Filming/videotaping arrangements –Each participating team is permitted to tape their own game at the site in which it is participating with a single camera and one person (videotape). The team representative is not permitted to have an assistant during filming/videotaping. The host institution shall reserve space for two video cameras to shoot at one time. The host will be responsible for taping each game with audio in its facility, and prior to departure make available to each team a copy of the contest in which it participated.

11. Video review. Video review will be used and available at the table. Coaches, familiarize yourself with Rule 11, Section 4. Coaches' Appeal – Use of Replay (Page 105 of 2024 and 2025 Women's Basketball Rules Book.

12. Crowd control. Artificial noisemakers are not permitted.

It is the host responsibility to ensure that the teams and officials are secure prior to, during the half, and after the game. This would include ensuring that fans do not storm the court after the game.

13. Host Media Coordinator [NAME]

Pre-championship Meeting - Notes
Page No. 4

- a. Post game interview information (see below).
- b. Distribution of stats. It is required that a "runner" distribute stats as soon as possible during every timeout and at the end of the game. Please be sure the SID is prepared to make this happen.

Prior to having the SID review please confirm with the SID if there will be media attending the game who will want to do interviews. Be sure this individual covers each of the below sections. Should review with them prior to the meeting. Postgame Interview – All coaches and student-athletes must be made available for post-competition interviews following the 10-minute cooling off period (e.g., 10 minutes after a competing team enters its dressing room). This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

Dressing Rooms. The dressing rooms shall be open to the media after a 10-minute cooling-off period. The timetable for the cooling-off period begins when the respective head coaches enter the dressing room immediately after the game. Unless the coach chooses to forego the cooling-off period, he or she must proceed directly to the dressing room after the game, with the exception if they are requested to remain for a short interview (not to exceed four minutes) by the television network that has purchased the rights. All dressing rooms for players and assistant coaches shall be open to the media for 15 minutes after the conclusion of the respective cooling-off periods. However, if the media is not interested in entering the dressing room, it may be closed before the 15-minute time period expires.

Obligation of Coach. Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period expires. The coach cannot delay a post game interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the tournament, the coach and players may participate in an ancillary, additional or other interview.

Order of Appearance. The advancing team's coach/players shall have a 10-minute cooling-off period before reporting to the interview room (except for the sectional final and championship final games, in which case it will be the non-advancing team's coach/players that would go first).

14. Tournament Director. [NAME]

- a. Review diagram of facility.
- b. Review laundry arrangements. (Remind teams to remove patches before laundering)
- c. Review parking arrangements
- d. Merchandise available to teams.
- e. Digital programs.

Pre-championship Meeting - Notes Page No. 5

15. Sports Medicine. [NAME]
 - a. Review medical procedures.
 - b. Review availability of athletic trainers and athletic training facilities.
16. NCAA Site Rep.
 - a. Reminders
 - (1) Video exchange – remind them to send their last game tapes to their opponent to arrive no later than noon each Tuesday (or via online exchange).

Institutions are required to send to first-round opponents and to both potential second-round opponents, via overnight priority guaranteed delivery or online-based film exchange (see below), a new video and accompanying statistics sheet of the institution's most recent game played before the start of NCAA championship competition.

Opponents should have received these videos by noon Tuesday, March 4, a deadline that requires "priority overnight" shipping.

*Second-round winners must send each institution competing in its sectional-round competition a new video of the second-round game to be **received by noon Tuesday, March 11.***

*Sectional winners must send each team participating in the national semifinals a new video of the NCAA championship sectional final game to be **received by noon Tuesday, March 18.***

- (2) Conference call – the team advancing to sectionals will have a call on Monday, March 10, or Tuesday, March 11, to review with their NCAA site rep the next round game. The team advancing to the semifinals will have a participant call at noon, Monday, March 17.
- d. Site Evaluations – will be provided electronically from the NCAA to the teams.
- c. Officials evaluations – Officials are evaluated in all rounds by each coach and an officials evaluator assigned by the National Coordinator of Officials. Link to the online evaluation form is available in the participant manual.
- e. Non-advancing teams will receive their participant awards and game ball (1) prior to leaving.

Thank you and good luck!

Appendix E • Officials Call to Meeting Agenda

A G E N D A

National Collegiate Athletic Association

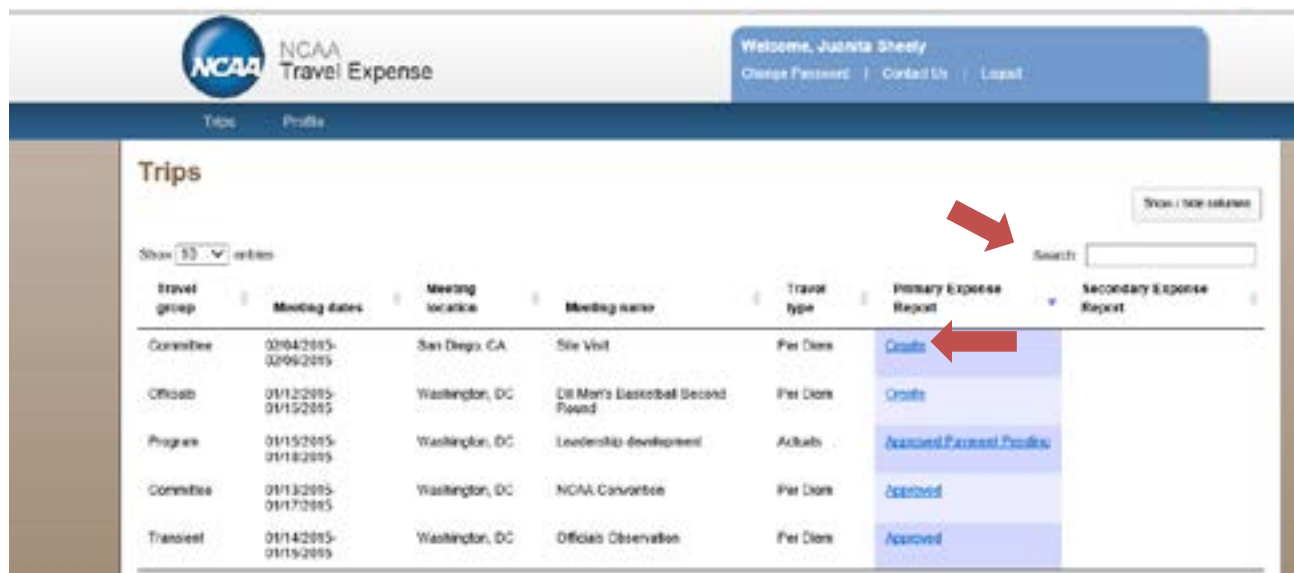
Division III Women's Basketball Championship
Officials' Meeting

1. Welcome and introductions.
2. Officials awards program. (Reference Appendix K in Host Operations Manual)
3. Pregame timing sheets. (Give officials copy of timing sheets from tournament director)
4. Game assignments.
5. Alternate officials duties. (Reference Appendix H in Host Operations Manual)
6. Media timeout protocol. (Reference Appendix G in Host Operations Manual)
7. Video review equipment/procedure.
8. Tournament director:
 - a. Parking.
 - b. Transportation to arena/arrival times at arena.
 - c. Security upon arrival to venue, pregame, halftime, and postgame.
 - d. Meeting time with table personnel.
 - e. Hospitality.
 - f. Host pays for lodging (minus incidentals). Game fee, per diem, and transportation paid by NCAA through RQ+.
8. Questions.
9. Adjournment.

Appendix F • 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.



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.

NCAA Travel Expense

Welcome, Juvetta Shelly
[Manage Users](#) | [Change Password](#) | [Contact Us](#) | [Logout](#)

[Home](#) | [Make Payments](#) | [Users](#) | [Travel Groups](#) | [Travel Types](#) | [Expense Types](#) | [App Errors](#)

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](#)

- 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	

[Remove](#)

Expense drop-down menu options:
 Meals
 Lodging
 Mileage @ 0.53
 Ground Transportation
 Airfare
 Other
 Baggage
 Select Pay To

8. 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.

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

Expense	Unit	Amount	Receipt	Notes
Per Diem 4 day(s) * .75		300		
Mileage @ 0.50	400	212		
Lodging		102.35	Browse... No file selected.	stuck in connecting city overnight

9. 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.

10. 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.

Address Change

Social Security Number

Address Change

Address 1

Address 2

City

State

Postal code

Country code

Create Address change

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.

Per Diem 4 days) * 75

Mileage @ 0.53

Lodging No file selected.

Pay To

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

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

- 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.

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.

	Current Bank	Unapproved Update
Bank name	PNC	
Account type	Savings	
Routing number	071923456	
Account number	123456	

12. 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.
13. 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: Organisation Select Organisation

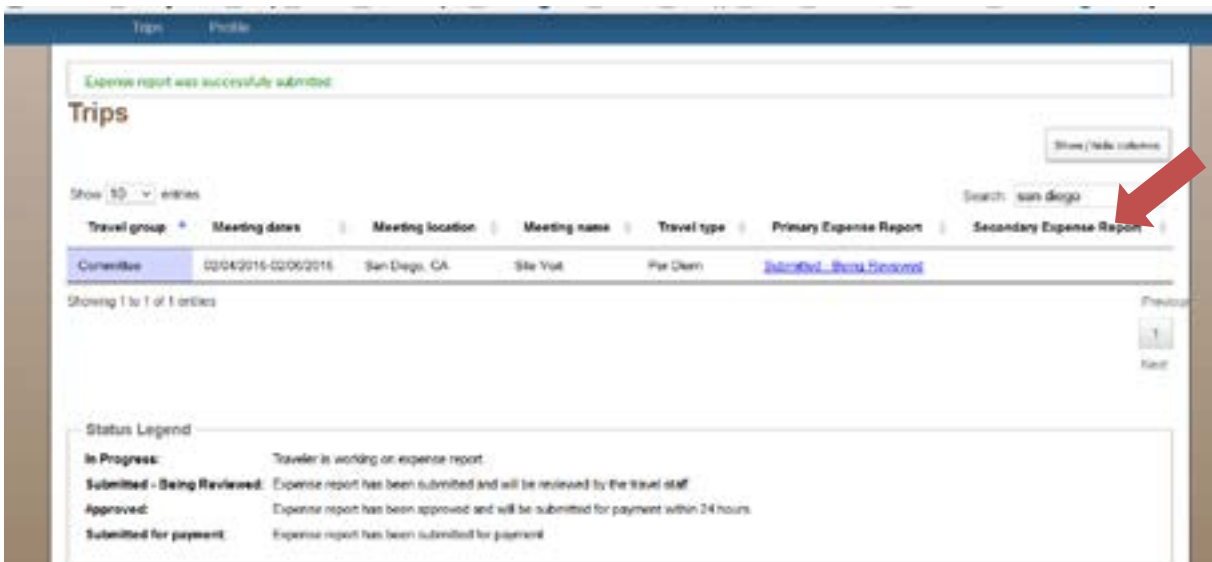
- AMERICAN BASEBALL COACHES ASSOCIATION
- AMERICAN SAE ASSOCIATION
- AGNES SCOTT COLLEGE
- ALFRED UNIVERSITY
- AURORA UNIVERSITY

Staff Notes: None Created By Add

Update Expense report Submit Print

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.



Expense report was successfully submitted

Trips

Show / Hide columns

Show: 10 entries

Travel group	Meeting dates	Meeting location	Meeting name	Travel type	Primary Expense Report	Secondary Expense Report
Constitution	02/04/2016-02/06/2016	San Diego, CA	Site Visit	Per Diem	Submitted - Being Reviewed	Secondary Expense Report

Showing 1 to 1 of 1 entries

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 or 317-917-6757.

Appendix G • Lightning and Weather Guidelines

LIGHTNING SAFETY

July 1997 • Revised July 2013, June 2014

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Oceanic and Atmospheric Administration (NOAA) estimates that 40 fatalities and about 10 times that many injuries occur from lightning strikes every year. NOAA estimates that as many as 62 percent of lightning strike fatalities occur during outdoor organized sport activities. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. The references associated with this guideline are an excellent educational resource. Prevention should begin long before any intercollegiate athletics event or practice occurs by being proactive and having a lightning safety plan in place. The following steps are recommended to mitigate the lightning hazard:

1. Develop a lightning safety plan for each outdoor venue. At a minimum, that plan should include the following:
 - a. The use of lightning safety slogans to simplify and summarize essential information and knowledge. For example, the following slogan from the National Lightning Safety Institute is an effective guide: "If you see it, flee it; if you can hear it, clear it." This slogan reflects the fact that upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. No punishment or retribution should be applied to someone who chooses to evacuate if perceiving that his or her life is in danger due to severe weather.
 - b. Designation of a person to monitor threatening weather and to notify the chain of command who can make the decision to remove a team, game personnel, television crews, and spectators from an athletics site or event. That person must have recognized and unchallengeable authority to suspect activity.
 - c. Planned instructions/announcements for participants and spectators, designation of warning and all clear signals, proper signage, and designation of safer places from the lightning hazard.
 - d. Daily monitoring of local weather reports before any practice or event, and a reliable and accurate source of information about severe weather that may form during scheduled intercollegiate athletics events or practices. Of special note should be National Weather Service-issued

DANGEROUS LOCATIONS

Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. Typically, anything referred to as a "shelter" is not safe from lightning. Dugouts, refreshment stands, open press boxes, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are unsafe and may actually increase the risk of lightning injury. Other dangerous locations include high ground, bodies of water (pools, ponds, lakes) and areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people.

thunderstorm "watches" or "warnings," and the warning signs of developing thunderstorms in the area, such as high winds or darkening skies. A "watch" means conditions are favorable for severe weather to develop in an area; a "warning" means that severe weather has been reported in an area and for everyone to take the proper precautions. It should be noted that neither watches nor warnings are issued for lightning. An NOAA weather radio is particularly helpful in providing this information.

- e. Identification of, and a mechanism for ensuring access to, the closest safer buildings, vehicles, and locations to the field or playing area, and an estimate of how long it takes to evacuate to that location for all personnel at the event. A safer building or location is defined as:
 - Any fully enclosed building normally occupied or frequently used by people, with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using the shower, plumbing facilities, and electrical appliances, and stay away from open windows and doorways during a thunderstorm.
 - In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible nor a golf cart) with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protects occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal frame-

work of the vehicle. Some athletics events rent school buses as safer locations to place around open courses or fields.

2. For large-scale events, continuous monitoring of the weather should occur from the time pre-event activities begin throughout the event.
3. Venue-specific activity-suspension, venue evacuation, and activity-resumption plans:
 - a. Upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadia with large crowds. Lightning can strike from blue sky and in the absence of rain. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike 10 (or more) miles away from the rain shaft. Be aware of local weather patterns and review local weather forecasts prior to an outdoor practice or event.
 - b. Ensure a safe and orderly evacuation from the venue with announcements, signage, safety information in programs, and entrances that can also serve as mass exits. Planning should account for the time it takes to move a team and crowd to their designated safer locations. Individuals should not be allowed to enter the outdoor venue and should be directed to the safer location.
 - c. Avoid using landline telephones except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if the person and the antenna are located within a safer structure or location, and if all other precautions are followed.
 - d. To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning. A useful slogan is "half an hour since thunder roars, now it's safe to go outdoors." At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and

seeing the lightning channel itself to decide on re-setting the 30-minute "return-to-play" clock before resuming outdoor athletics activities.

4. Emergency care protocols: People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strike. Automatic external defibrillators (AEDs) are a safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

Note: Weather watchers, real-time weather forecasts and commercial weather-warning and lightning monitoring devices or services are all tools that can be used to aid in the monitoring, notification, and decision-making regarding stoppage of play, evacuation and return to play.

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Appendix H • Pregame Timing Sheets

APPENDIX H –
PRELIMS TWO GAMESNCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP
PREGAME TIMING SHEET – TWO GAMES

Game No. 1: _____ vs. _____
(Visitor) (Home)

Date: _____ Tip Time: _____

Time to Tip-Off	Scoreboard Clock	Local Time	
35:00	30:00	_____	Scoreboard clock starts. Floor available for warm-up.
20:00	15:00	_____	Officials meet with captains.
5:00	:00	_____	Horn to clear floor.
4:00	:00	_____	National Anthem. (Teams line up on free throw).
2:00	:00	_____	Player introductions. (Teams at bench)
:00		_____	Tip-off.

30 minutes between end of first game and start of introductions for the second game

Game No. 2: _____ vs. _____
(Visitor) (Home)

Date: _____ Tip Time: _____

Time to Tip-Off	Scoreboard Clock	Local Time	
35:00	30:00	_____	Scoreboard clock starts. Floor available for warm-up.
20:00	15:00	_____	Officials meet with captains.
5:00	:00	_____	Horn to clear floor.
3:00	:00	_____	Player introductions.
:00		_____	Tip-off.

Distribution (15 copies): NCAA Division III Women's Basketball Committee Representative(s)/Site Representatives, Timeout Coordinator, Clock Operator, Public-Address Announcer, Higher Seed Team Radio Broadcast Position, Lower Seed Team Radio Broadcast Position, Higher Seed Team Locker Room, Lower Seed Team Locker Room, Game Officials Locker Room.

APPENDIX H-
PRELIMS SINGLE
GAME

NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP
PREGAME TIMING SHEET: SINGLE GAME

Game: _____ vs. _____
(Visitor) (Home)

Date: _____ Tip Time: _____

<u>Time to Tip-Off</u>	<u>Scoreboard Clock</u>	<u>Local Time</u>	
65:00	60:00		Scoreboard clock starts. Floor available for warm-up.
20:00	15:00		Officials meet with captains.
5:00	:00		Horn to clear floor.
4:00	:00		National anthem. (Teams line up on free throw).
2:00	:00		Player introductions. (Teams at bench)
:00			Tip-off.

Net cutting ceremony - immediately following **SECTIONAL FINAL** game **ONLY**.

Distribution (15 copies): NCAA Division III Women's Basketball Committee Representative(s)/Site Representatives, Timeout Coordinator, Clock Operator, Public-Address Announcer, Higher Seed Team Radio Broadcast Position, Lower Seed Team Radio Broadcast Position, Higher Seed Team Locker Room, Lower Seed Team Locker Room, Game Officials Locker Room.

DIVISION III WOMEN'S BASKETBALL

APPENDIX H - SEMIFINALS

**NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP
PREGAME TIMING SHEET**

Semifinal No. 1: _____ vs. _____
(Visitor) (Home)

Date: _____ Tip Time: _____

<u>Time to Tip-Off</u>	<u>Scoreboard Clock</u>	<u>Local Time</u>	
35:00	30:00	_____	Scoreboard clock starts. Floor available for warm-up.
20:00	15:00	_____	Officials meet with captains.
5:00	:00	_____	Horn to clear floor.
4:00	:00	_____	National Anthem. (Teams line up on free throw).
2:00	:00	_____	Player introductions. (Teams at bench)
:00			Tip-off.

30 minutes between end of first game and start of introductions for the second game

Semifinal No. 2: _____ vs. _____
(Visitor) (Home)

Date: _____ Tip Time: _____

<u>Time to Tip-Off</u>	<u>Scoreboard Clock</u>	<u>Local Time</u>	
35:00	30:00	_____	Scoreboard clock starts. Floor available for warm-up.
20:00	15:00	_____	Officials meet with captains.
5:00	:00	_____	Horn to clear floor.
3:00	:00	_____	Player introductions.
:00			Tip-off.

Distribution (15 copies): NCAA Division III Women's Basketball Committee Representative(s)/Site Representatives, Timeout Coordinator, Clock Operator, Public-Address Announcer, Higher Seed Team Radio Broadcast Position, Lower Seed Team Radio Broadcast Position, Higher Seed Team Locker Room, Lower Seed Team Locker Room, Game Officials Locker Room.

Appendix I • Credential List

NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP OFFICIAL TRAVEL PARTY/CREDENTIAL LIST

 INSTITUTION

PLEASE COMPLETE AND TURN IN AT THE COACHES MEETING.

Student-Athlete Participants (maximum of 15 to participate)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

COACHES, TEAM PERSONNEL and NON-PARTICIPATING PLAYERS	Title
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

Additional Credential/Institutional Personnel (Bench access)	Title
26.	Medical ONLY
27.	Medical ONLY

YOUR INSTITUTIONAL LIMIT MAY NOT EXCEED A TOTAL OF 32 WITH ACCESS TO THE BENCH AREA.

Additional Credentials	Title
28.	Sports Information
29.	Temporary Floor Access
30.	Temporary Floor Access
31.	Temporary Floor Access
32.	Temporary Floor Access

*Temporary Floor Access credentials only allowable before/after the game, must purchase a ticket.

Appendix J • Band Pass Gate List

NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP BAND PASS GATE LIST

Team: _____ Date: _____

1. _____	16. _____
2. _____	17. _____
3. _____	18. _____
4. _____	19. _____
5. _____	20. _____
6. _____	21. _____
7. _____	22. _____
8. _____	23. _____
9. _____	24. _____
10. _____	25. _____
11. _____	
12. _____	
13. _____	
14. _____	

Director : _____

NOTE: The band director will be provided a limited access credential. All band members will be required to present a government-issued photo ID for pass gate admittance.

Please submit this list to tournament manager at Administrative Meeting.

Appendix K • Spirit Squad Pass Gate List

NCAA DIVISION III WOMEN’S BASKETBALL CHAMPIONSHIP
SPIRIT SQUAD PASS GATE LIST

Team: _____ Date: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. (Mascot) _____
- 14. (Spirit Squad Coach) _____

NOTE: The Spirit Squad coach will be provided a limited access credential.

Please submit this list to tournament manager at Administrative Meeting.

Appendix L • Specific Duties of NCAA Site Representative

NCAA DIVISION III WOMEN'S BASKETBALL

DUTIES OF NCAA SITE REPRESENTATIVES

MONDAY AFTER SELECTION SHOW AND SUNDAY AFTER FIRST/SECOND RDS:

_____ Received team sheet from NCAA (via email)

_____ Contact tournament director (see team sheet) and review the following:

Review the following with your tournament director:

_____ Time for conference call with host and teams. Needs to happen before Tuesday at Noon ET.

- Contact institutions to let them know time of call, required attendees on the call, call-in number and email them the agenda (will help if you can send them completed agenda).

_____ NCAA representative arrival time.

_____ Neutrality. All hosts will be reminded that hosting an NCAA preliminary round is not a home event and that all teams shall be treated equally in all areas including live-scoring, announcer enthusiasm, protocol, locker rooms, etc.

_____ Game Times (see team sheet)

- All game times have been approved as stated on the team sheet. **Any changes in these times must be approved by the national office** (Kelly Whitaker 317-917-6511 or cell 317-476-6867).
- Second Game will begin 30 minutes following the first game.

_____ Accommodations

Team 1: _____

Team 2: _____

Team 3: _____

Team 4: N/A for home team _____

NCAA representative: _____

Officials: _____

_____ Equipment. Host should communicate with visiting teams prior to arrival any and all practice equipment that will be made available to visiting teams. If provided for one team, must be provided for all teams.

_____ Balls. If game balls have not arrived on campus by Wednesday, please contact Ethan Walker at 317-917-6476 or ewalker@ncaa.org.

NCAA Representative Duties

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_____ Meetings:

Site Rep Walk Through and Meeting with tourn. Mgr., media coordinator, and facility mgr.
(Thursday prior to below meeting):

Date: _____

Time: _____

Site: _____

Head Coaches/Administrators: (recommended on Thursday; can be virtual)

Date: _____

Time: _____

Site: _____

Officials Meeting (must be Friday):

Date: _____

Time: _____

Site: _____

_____ Practices. (90 minutes day before game/75 minutes day of game; Traveling teams with furthest distance first choice)

Team A: _____

Team B: _____

Team C: _____

Team D: _____

_____ Hospitality Areas: Discuss location.

Championship Workers: _____

Players/Coaches: _____

Media: _____

_____ Media interview area: Location _____

_____ Webstreaming/Live scoring. Webstreaming is required for all games. Game Tracker/Live Scoring is recommended. They must complete this form and receive approval to go forward. They must be willing to live stream all games if they do one. Commericals are not allowed on live streaming.

_____ Training area: Location _____

NCAA Representative Duties
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____ Participant seating: Location _____

Team A: _____

Team B: _____

Team C: _____

Team D: _____

____ Scouting seats (2 per team/none for Saturday):
Location _____

____ Videotaping: Location _____

- Participating teams may videotape only games in which they are a participant. Host must do a videotape of all games.

____ Locker Rooms: Comparable in quality and distance for all teams and ability to secure belongings.

____ Security: Discuss provisions

____ Information: Ensure that appropriate information, including times of meetings and games, press conferences, hotel information, maps and directions to all facilities have been emailed to all participating coaches and administrators.

After call with teams and host you should get the following information in case you need it.

____ Arrival Times

- Obtain arrival time and travel plans

Head Coach

SWA/Administrator

Team A: _____

Arrival time: _____

Team B: _____

Arrival time: _____

Team C: _____

Arrival time: _____

NCAA Representative Duties

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Team D: _____

Arrival time: _____

_____ Contact the officials that have been selected to work and ensure they have lodging information, game times, and meeting times.

Names: _____

Phone number: _____

_____ Review the host operations manual.

TUESDAY/WEDNESDAY:

_____ Check with each team's coach and/or administrator to ensure an administrator (or designated representative) will be present for the coaches'/administrators' meeting.

_____ Tickets: Check to see if teams have released any unsold blocks by deadline.

_____ Make sure adequate personnel have been secured to handle all hosting responsibilities.

_____ Check practice times for Thursday.

_____ Check on shipment of:

_____ Game balls from Wilson

_____ NCAA materials from Ethan (Student-athlete patches [and postcard], and patches and whistles for officials)

_____ Merchandise from Event One

_____ Participant medallions from MTM Recognition.

_____ Digital program materials from IMG (emailed from Ethan).

_____ Drug Testing – review policies and procedures if site is chosen.

_____ Discuss any last minute details with host institution.

THURSDAY PRIOR TO FIRST PRACTICE:

_____ Check on any equipment that has yet to arrive. Contact Ethan immediately with missing items.

_____ Tournament Manager:

NCAA Representative Duties

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- _____ Scorer's table staff (scorer, announcer, statisticians, etc.)
- _____ Security
- _____ Credentials
- _____ Entrances—Public, teams, officials, staff
- _____ Tickets—sales...seating for fans of participating teams
- _____ Communications (radios)—if necessary
- _____ Crowd control
- _____ Review game protocol (timing sheets)
- _____ Equipment—balls from Wilson are ready to go
- _____ Media area
- _____ Scouting seats (2) – Coaches only
- _____ Non-participant seating
- _____ Band/Spirit Squad/Mascot
- _____ Directional signage
- _____ Personnel—confirm all scoring personnel, announcer, etc.
- _____ Medical – be sure they are present at all practices and games

_____ Facility walk-through:

- _____ Inspect facility: 20 chairs on bench with two behind
- _____ Locker rooms (teams and officials)/Security
- _____ Meeting room for officials meeting and coaches/administrative meeting
- _____ Merchandise sales area
- _____ Overall look and treatment of facility
- _____ Seating arrangements (participating team seating areas)
- _____ Signage—all commercial signage needs to be removed or covered
- _____ Scoreboard—advertising covered or removed
- _____ Security plan
- _____ Test all electronic equipment (scoreboard, PA, video review, lights, etc.)
- _____ Discuss National Anthem and fight songs
- _____ Check who will be doing laundry for teams
- _____ Check credential distribution
- _____ Discuss with host media coordinator – photographers, videographers, media seating, interviews

_____ Practice and Pregame Warm-up protocol.

Be present during all practices ensuring teams are on and off the court according to the time schedule. Teams cannot start early unless they want to end early. Once a ball is in hand, the timer starts.

_____ Miscellaneous:

- _____ Make sure an athletic trainer is available at all practices
- _____ Make sure the NCAA logo rule is being observed
- _____ Games balls should be used during practice
- _____ Any equipment supplied for one practice must be available for all practices (i.e., number of goals, balls, pads, etc.)
- _____ Merchandise available
- _____ Meetings: See agendas for all meetings (Coaches/administrators and officials meetings). Be sure host has made enough copies of all agendas and related forms.
- _____ Officials' evaluation forms: Remind teams that these will have been sent electronically.

NCAA Representative Duties Page No. 6

FRIDAY:

- _____ Need to be at practices on game day to ensure teams are on and off floor as time schedules allow.
- _____ Organize and conduct the officials meeting.
- _____ Arrive at the site two hours prior to the first scheduled game. Remain available to monitor and supervise all aspects of the championship as indicated in your Pre-Championship and Host Operations Manuals.
- _____ Sit at scorer's table during the games.
- _____ Collect officials evaluation forms from coaches after each game.
- _____ Monitor postgame press interviews after 10-minute cooling off period. Advancing team goes first (except for sectional final due to net-cutting).
- _____ Non-advancing teams should receive a ball and the participant medallions.
- _____ Ensure that all results and attendance figures are sent by SID to ncaa. See Results section.

SATURDAY:

- _____ Need to be at practices on game day to ensure teams are on and off floor as time schedules allow.
- _____ Arrive at the site two hours prior to the game. Remain available to monitor and supervise all aspects of the championship as indicated in your Pre-Championship and Host Operations Manuals.
- _____ Sit at scorer's table during the game.
- _____ Remind coaches to complete officials evaluation forms, via electronic link, after each game.
- _____ Monitor postgame press interviews after 10-minute cooling off period (non-advancing team first except for Sectional Champ game so advancing team can cut the nets).
- _____ Confirm that SID from host institution has submitted their results.
- _____ Complete expense form – this will be an emailed link from Ethan Walker.
- _____ Report any misconduct or issues to committee chair and NCAA liaison (note immediately when they happen). Be sure to also write down exactly what happened including as many specifics and details as possible. Email this as soon as possible.
- _____ Remind advancing team to provide a video copy (priority overnight or via agreed online platform) of their second round game to each sectional opponent to be received by noon local time, Tuesday.

NCAA Representative Duties
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- _____ If at a first/second-round site, Call/email your regional chair following games to provide a report on your site.
- _____ If at a sectional site, remind advancing team of March 17 conference call for championship.
- _____ If at a sectional site, remind advancing team to check email for semifinals site participant information.

SUNDAY:

- _____ After first/second and sectional-rounds, please email your site report to Kelly Whitaker at kwhitaker@ncaa.org.

ADDITIONAL NOTES:

1. Officials are evaluated in all rounds by each coach and the NCAA site representative. Additionally, each site will be assigned an officials evaluator by the National Coordinator of Officials to attend the games and evaluate the officials. If space is available, the evaluator may evaluate at the scorer's table. Primary consideration will be given to the evaluator's evaluation. The evaluator's role at the game will be for evaluation purposes only and will not be allowed in the officials locker rooms prior to or after the games including half-time.

Following the game(s), the NCAA site representative will remind the coaches to submit their evaluations using the provided electronic link. Evaluators will complete their evaluations online using a tool provided by the National Coordinator of Officials. These electronic submissions will then be reviewed by the National Coordinator of Officials, NCAA Committee and NCAA Championship Manager for analysis prior to the next round.

The NCAA site representative will contact the officials evaluator of their site prior to the game to coordinate the following: a credential, parking pass, location at table and if not available a prime location in the stands.

2. If drug testing does occur at your site, we will ask that you complete the drug testing evaluation survey and fax it to the number on the bottom of the survey.