



**SITE
REPRESENTATIVE
2025-26 MANUAL**

Division III Women's Basketball

Contents

Section 1 • Introduction	2
Section 1•1 Overview	2
Section 1•2 Responsibilities of Site Representatives	2
Section 2 • Contact Information	3
Section 2•1 NCAA Staff and National Committee	3
Section 3 • Selection and Overview	4
Section 3•1 Selection Process and Notification	4
Section 3•2 Conflict of Interest	4
Section 3•3 Neutrality	4
Section 3•4 Evaluations	5
Section 4 • Important Dates	6
Section 5 • Responsibilities	7
Section 5•1 Team Championships	7
Section 6 • Travel, Lodging and Expense Reimbursement	10
Section 6•1 Travel	10
Section 6•2 Lodging	10
Section 6•3 Expense Reimbursement	10
Section 6•4 Team Transportation Contact Numbers	10
Section 7 • NCAA Administrative Guidelines	11
Section 7•1 Logo Policy	11
Section 7•2 Misconduct Statement	11
Section 7•3 Use of Tobacco Products	11
Section 7•4 Drug-Testing Statement	11
Section 7•5 Inclement Weather	13
Appendix A • FAQ	15
Appendix B • Teleconference Agenda with Teams and Host	16
Appendix C • Teleconference Agenda Notes for Site Representative	20
Appendix D • Officials' Meeting Agenda	28
Appendix E • Travel Expense System – Traveler User Guide	29
Appendix F • Pregame Timing Sheets	35
Appendix G • Credential List	39
Appendix H • Band Pass Gate List	40
Appendix I • Spirit Squad Pass Gate List	41
Appendix J • Specific Duties of NCAA Site Representative	42
Appendix K • Lightning and Weather Guidelines	49

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. 19 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

Kelly Whitaker

Championships and Alliances, Operations
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6511
Cell: 317-476-6867
Email: kwhitaker@ncaa.org

Ethan Walker

Championships and Alliances, Operations
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6476
Email: ewalker@ncaa.org

NATIONAL COMMITTEE

REGION I**Michael Kobylanski**

Director of Athletics
Albertus Magnus College
203-427-3415 (cell)
Email: mkobylanski@albertus.edu

REGION II**Kristin Hughes**

Director of Athletics
Smith College
413-585-2701 (cell)
Email: khughes@smith.edu

REGION III**Tom Emberley**

Director of Athletic Communications
Farmingdale State College
631-626-5990 (cell)
Email: emberltb@farmingdale.edu

REGION IV**Meg Barber**

Head Women's Basketball Coach
New York University
215-280-3917 (cell)
Email: meb241@nyu.edu

REGION V**Rebecca Mullen**

Commissioner
Atlantic East Conference
508-527-1686 (cell)
Email: rmullen@atlanticeast.com

REGION VI**Victoria Wilson**

Assistant Director of Athletics
Randolph-Macon College
804-832-8110 (cell)
Email: victoriawilson@rmc.edu

REGION VII**Sam Jones**

Head Women's Basketball Coach
Waynesburg University
330-614-0247 (cell)
Email: sjones@waynesburg.edu

REGION VIII**Shawna Armstrong**

Assistant Director of Athletics/SWA
Elmhurst University
847-293-2249 (cell)
Email: shawna.armstrong@elmhurst.edu

REGION IX**Diane Gilbert**

Assistant Athletics Director/SWA
University of Wisconsin-Stevens Point
608-558-5487 (cell)
Email: dgilbert@uwsp.edu

REGION X**Kendra Whitehead**

Head Women's Basketball Coach/SWA
Hardin-Simmons University
325-280-3165 (cell)
Email: kendra.whitehead@hsutx.edu

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

2026 DIVISION III WOMEN'S BASKETBALL IMPORTANT DATES

Mandatory Site Representative Training	11 a.m. Eastern time Thursday, Feb. 19.
Notification of Selection of Site Representative	Monday, March 2 (first/second rounds) and Sunday, March 8 (sectional rounds).
Site Representative Arrival Date at Site	Thursday, March 5 (first/second rounds) and Thursday, March 12 (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 virtual administrative meeting 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.

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.
 - 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.

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 E](#) 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 virtual 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.

Appendixes

Contents

Appendix A • FAQ	15
Appendix B • Teleconference Agenda with Teams and Host	16
Appendix C • Teleconference Agenda Notes for Site Representative	20
Appendix D • Officials' Meeting Agenda	28
Appendix E • Travel Expense System - Traveler User Guide	29
Appendix F • Pregame Timing Sheets	35
Appendix G • Credential List	39
Appendix H • Band Pass Gate List	40
Appendix I • Spirit Squad Pass Gate List	41
Appendix J • Specific Duties of NCAA Site Representative	42
Appendix K • Lightning and Weather Guidelines	49

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. Schedule of Events.

Practices. (Confirm time zone) [90 Minutes Each]

Thursday – Team _____ Time _____
Team _____ Time _____
Team _____ Time _____
Team _____ Time _____

Shootarounds [75 minutes each]

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

Game 2 home team _____ Time _____
Game 2 away team _____ Time _____

Shootarounds [75 minutes each]

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

*Practices are closed. Team and institutional personnel only.

4. Game times.

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

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

*Court available for warm-ups 30 minutes prior to the start time.

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

*Court available for warm-ups 60 minutes prior to the start time.

5. Alternate warm-up space.

6. Game Uniforms.

7. Game Balls.

8. Player Introductions.

9. Student-Athlete Participation.

- Practices
- Shootarounds
- Warm-Ups
- Games

10. Facility Information/Parking.

11. Locker Rooms.

12. Transportation.

Team _____ Arrival Time _____

Team _____ Arrival Time _____

Team _____ Arrival Time _____

13. Lodging.

DIVISION III WOMEN'S BASKETBALL

14. 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 the bench)

Additional Credentials

Any student-athlete above and beyond what is included in the bench area will be given a credential and will be placed in a seating area behind the team bench.

1 – All-access credential for institution's SID

4 – Additional administrative credentials (temporary floor access; must purchase tickets)

15. Tickets.

Ticket Sections and Allocations:

Team _____ Section _____

Team _____ Section _____

Team _____ Section _____

Team _____ Section _____

Deadline to return tickets _____

16. Required forms. Located in Selections Information Share Site.

- a. Credential list
- b. Band pass gate list
- c. Spirit Squad pass gate list

17. Sports information/media information.

- a. Radios
- b. Photographers
- c. Media Credentials
- d. Stats
- e. Postgame Interviews

18. Athletic Training/Medical Services.

19. Merchandise.
20. Laundry.
21. Video exchange.
 - Synergy AND thumb drive/game link
22. Video Review.
 - [Mandatory Replay Reviews](#)
 - [Permissive Replay Reviews](#)
23. Media Timeouts.
 - Duration - 90 seconds
 - Each team receives three 30-second timeouts and one full timeout
 - Media timeouts in OT
24. Postgame Procedures/Awards.
25. Crowd control policies.
26. Drug Testing.
27. Misconduct.
28. Area Information.
29. Questions.

Appendix C • Teleconference Agenda Notes for Site Representative

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.

Welcome and congratulations on a successful season and advancing to the NCAA women's basketball championship. Introduce self: NAME, TITLE/SCHOOL and will be serving as the NCAA rep during this tournament.

2. Roll call.

Have everyone else introduce themselves, their title, school. For the host school, have those individuals working the tournament share what their role will be.

3. Schedule of Events.

Host should have provided practice times.

The team furthest away chooses first (regardless of when they traveled in).

The host school chooses last. If the only time slot left causes the host to miss class, that is still what they are required to take.

The host should try and be flexible with the travel schedules of visiting teams.

Have information available about an alternate warm-up location.

Determine whether teams will want to use their locker room on the practice day (consult with the host in advance to see if they are available).

Practices. (Confirm time zone) [90 Minutes Each]

Thursday – Team _____ Time _____
Team _____ Time _____
Team _____ Time _____
Team _____ Time _____

All shootaround times are predetermine (as shown below).

Shootarounds [75 minutes each]

Friday - Game 1 home team _____ Time_____

 Game 1 away team_____ Time_____

 Game 2 home team _____ Time_____

 Game 2 away team_____ Time_____

***Minimum of 30-minute warm-up between games**

Shootarounds [75 minutes each]

Saturday - Winner of Game 1 team _____ Time_____

 Winner of Game 2 team_____ Time_____

*Practices are closed. Team and institutional personnel only.

4. Game times.

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

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

*Court available for warm-ups 30 minutes prior to the start time.

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

*Court available for warm-ups 60 minutes prior to the start time.

5. Alternate warm-up space.

Confirm alternate warm-up space before games. No one is allowed to do anything on the court until 30 minutes prior to game time (or 60 min prior for the second round). Anything prior to that (stretching, shooting, etc) must be done in an alternate warm-up space/not on the competition court.

Balls are permitted in the warm-up space as long as both teams have access and it doesn't interfere if a game is going on. I.e. if shooting/bouncing balls when teams warm-up for the second game causes interference with semifinal #1, the none of the four teams can use balls in the alternate warm-up site.

6. Game Uniforms.

Confirm uniform colors. Designated home teams are light uniforms. Away teams are dark uniforms.

7. Game Balls.

Wilson EVO NXT game balls will be shipped to each site. These balls will be broken in during practices and used during the games.

8. Player Introductions.

- **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:**
 - o **Teams return to their benches for team huddles, announcements.**
 - o **Teams line up on foul line for national anthem then go back to their bench.**
 - o **Beginning with the visiting team alternating introduction of Forward, Forward, Center, Guard, Guard.**
 - o **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.**
 - o **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.**
 - o **Officials will blow whistle to call teams to center court.**
 - o **Play begins immediately.**

9. Student-Athlete Participation.

- **Practice: All-student-athletes on an institution's official roster may practice.**
- **Shootarounds: All-student-athletes on an institution's official roster may practice.**
- **Warm-Ups: All student-athletes 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.**
- **Additional 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.**

10. Facility Information/Parking.

Host provides this information.

11. Locker Rooms.

Host provides this information.

12. Transportation.

Team _____ Arrival Time _____

Team _____ Arrival Time _____

Team _____ Arrival Time _____

Have each team provide their arrival time for practice.

13. Lodging.

Ask if anyone has any questions/concerns about lodging. The host should have sent out lodging information prior to the participant call.

14. 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 the bench)

***Reemphasize they do not get any more than 20 bench chairs. The two medical chairs behind CANNOT be added to the front row of chairs.**

****Reemphasize that only the 15 people in the book can actually play in the game.**

Additional Credentials

Any student-athlete above and beyond what is included in the bench area will be given a credential and will be placed in a seating area behind the team bench.

1 – All-access credential for institution's SID

4 – Additional administrative credentials (temporary floor access; must purchase tickets)

Read this section verbatim and ask for additional questions.

15. Tickets.

Ticket Sections and Allocations:

Team _____ Section _____

Team _____ Section _____

Team _____ Section _____

Team _____ Section _____

Deadline to return tickets_____

Host provides this information.

\$15 -adults

\$10 - seniors/students

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

Confirm if people are bringing band/cheer/spirit squad/mascot.

If yes to bands, 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.

Ask for the credential list to be sent ASAP.

Ask for the band/cheer/spirit squad list to be provided at practice. If they need to email it after practice that is ok.

17. Sports information/media information. **Host will cover**
- a. Radios
 - b. Photographers
 - c. Media Credentials
 - d. Stats - **should be provided every timeout, end of quarter, and end of game**
 - e. Postgame Interviews

When talking with the host prior to the participant call, reemphasize that postgame interviews are required. They can webstream these if possible OR they can record them and upload them to Youtube OR they can record them and send them to the visiting team SID's.

Postgame interviews are required by the teams. A team/coach cannot opt out (even if they lose).

Advancing team goes first.

There is a 10-minute cooling off period, unless they choose to forgo the 10 minutes.

The 10 minutes starts when the majority of the team has entered their locker room.

Host SID will request the head coach and one or two players. Communication about who needs to come to the postgame interview will be conducted through the visiting team administrator/SID.

18. Athletic Training/Medical Services.

Host covers this.

19. Merchandise.

Host covers this. It would be helpful if the host can make merchandise sales available before/after practices (in a location where they cannot see the other teams practicing).

20. Laundry.

Host covers this. Remind people to remove patches prior to putting uniforms in the laundry.

21. Video exchange.

- Synergy AND thumb drive/game link

Each team must provide film of their previous game to the other three teams by noon on Tuesday 3/4 or Tuesday 3/11. If everyone has Synergy, this should be simple. Confirm everyone has access to the film for the other team on the call.

The host must upload the game to Synergy AND send a downloadable link or provide a thumb drive. It is worth checking with each visiting team to see if they have a preference on downloadable link or thumb drive.

***The host MUST do both Synergy and downloadable link/thumb drive.**

Host SID/coach can give more details on what they will provide.

22. Video Review.

[Mandatory Replay Reviews](#)

[Permissive Replay Reviews](#)

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.

You can send out the document with the language from the rule book about video replay.

23. Media Timeouts.

- Duration - 90 seconds
- Each team receives three 30-second timeouts and one full timeout

- Media timeouts in OT

Explain media timeout procedures and make sure everyone has the PDF explaining the media timeout policy. The first replay review or timeout granted to either team in overtime will become an electronic-media timeout.

24. Postgame Procedures/Awards.

Everyone goes through the handshake line.

No award presentation except for the sectional final game (no awards on the first weekend).

Participant awards will be provided to the team administrator.

Each non-advancing team gets a game ball.

25. Crowd control policies.

Artificial noisemakers are not permitted.

Host should provide any necessary information about security, path of egress after games, etc.

26. Drug Testing.

You must read this 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-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.

27. Misconduct.

You must read this 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.

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

28. Area Information.

Host should provide information on local restaurants, other local information, events on campus that people need to be aware of, etc.

29. Questions.

Appendix D • Officials' 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 E • 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.

The screenshot displays the NCAA Travel Expense System interface. At the top, there is a navigation bar with the NCAA logo and 'NCAA Travel Expense' text. A user greeting 'Welcome, Juanita Sheely' is visible, along with links for 'Change Password', 'Contact Us', and 'Logout'. Below the navigation bar, there are tabs for 'Trips' and 'Profile'. The main content area is titled 'Trips' and includes a search box and a 'Show / hide columns' button. A table lists several trips with columns for 'Travel group', 'Meeting dates', 'Meeting location', 'Meeting name', 'Travel type', 'Primary Expense Report', and 'Secondary Expense Report'. A red arrow points to the 'Create' link in the 'Primary Expense Report' column for the first trip.

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	Create	
Officials	01/12/2015-01/15/2015	Washington, DC	DII Men's Basketball Second Round	Per Diem	Create	
Program	01/15/2015-01/18/2015	Washington, DC	Leadership development	Actuals	Approved: Payment Pending	
Committee	01/13/2015-01/17/2015	Washington, DC	NCAA Convention	Per Diem	Approved	
Transient	01/14/2015-01/15/2015	Washington, DC	Officials Observation	Per Diem	Approved	

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

- 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

- 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.

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 @ 0.53	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.

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 day(s) * 75

Mileage @ 0.53

Lodging No file selected.

Add Expense Report Line

Pay To

Self

Mailing 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.

- 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	

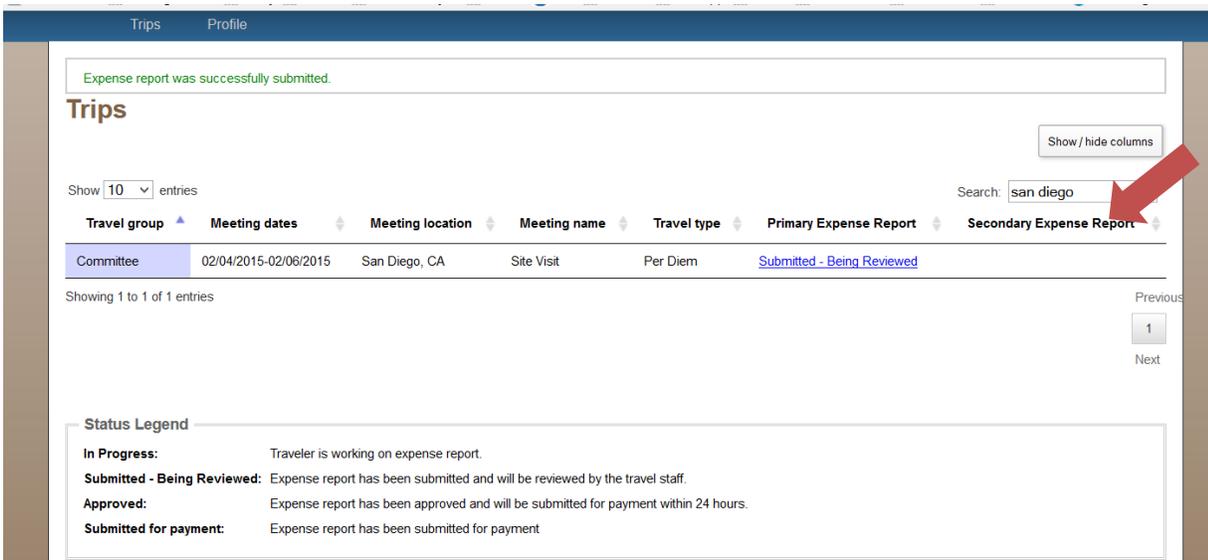
[Modify Bank](#)

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.



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.



If you have trouble using the system, please contact the travel department at travel@ncaa.org or 317-917-6757.

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 G • Credential List

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

Institution

Please complete and turn in at practices prior to game day.

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 H • 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 practices prior to game day.

Appendix I • Spirit Squad Pass Gate List

NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP CHEERLEADER SQUAD PASS GATE LIST

Team: _____ Date: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

13. (Mascot) _____
14. (Cheerleader Coach) _____

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

Please submit this list to tournament manager at practices prior to game day.

Appendix J • 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
Page No. 2

_____ Meetings:

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

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 on practice day)

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. Commercials are not allowed on live streaming.

_____ Training area: Location _____

_____ Participant seating: Location _____

Team A: _____

Team B: _____

Team C: _____

NCAA Representative Duties

Page No. 3

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: _____

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: _____

NCAA Representative Duties
Page No. 4

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:

_____ 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)

NCAA Representative Duties

Page No. 5

- _____ 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.

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.

NCAA Representative Duties

Page No. 6

- _____ 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.
- _____ 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 16 conference call for championship.
- _____ If at a sectional site, remind advancing team to check email for semifinals site participant information.

NCAA Representative Duties
Page No. 7

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. 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.

Appendix K • 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

DAINGEROUS 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.

REFERENCES

1. Cooper MA, Andrews CJ, Holle RL, Lopez RE. *Lightning Injuries*. In: Auerbach, ed. *Management of Wilderness and Environmental Emergencies*. 5th ed. C.V. Mosby, 2007:67-108.
2. Price TG, Cooper MA: *Electrical and Lightning Injuries*. In: Marx et al. *Rosen's Emergency Medicine, Concepts and Clinical Practice*, Mosby, 6th ed. 2006; 22: 67-78.
3. National Lightning Safety Institute website: www.lightningsafety.com.
4. Uman MA. *All About Lightning*. New York: Dover Publications. 1986.
5. NOAA lightning safety website: www.lightningsafety.noaa.gov.
6. Walsh KM, Hanley MJ, Graner SJ, Beam D, Bazluki J. A Survey of Lightning Safety Policy in Selected Division I Colleges. *Journal of Athletic Training*. 32(3);206-210. 1997.
7. Holle RL. 2005: *Lightning-caused recreation deaths and injuries*. Preprints, 14th Symposium on Education, January 9-13, San Diego, California, American Meteorological Society, 6 pp.
8. *The Weather Channel on satellite or cable, and on the Internet at www.weather.com*
9. Walsh KM, Cooper MA, Holle R, Rakov V, Roeder WP, Ryan M. National Athletic Trainer's Association Position Statement. *Lightning Safety for Athletics and Recreation*. *Journal of Athletic Training*. 48(2);258-270. 2013