



***NATIONAL COLLEGIATE
BOWLING
SITE
REPRESENTATIVE
MANUAL
2025***

Overview

Thank you for serving as an NCAA site representative at one of the regional sites of the National Collegiate Women's Bowling Championship.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA National Collegiate Women's Bowling 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 pre-championship manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials meeting prior to the start regional competition.

In preparation for your role, please review the prechampionships and host operations manuals found [here](#). 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 Jana Woodson, the Women's Bowling Committee chair.

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

Responsibilities

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

- To serve as a representative of the NCAA during championship regionals.
- To conduct championship competition according to the policies and procedure outlined in the pre-championships manual and host operations manual.
- To conduct the administrative meeting in conjunction with the championship.
- To serve as a resource for visiting teams and tournament director.
- To complete an evaluation of the tournament site.
- To communicate in a timely fashion to the NCAA championship staff issues and concerns that occur at the site.

Section 2 – Contact Information

NCAA Staff	
<p>Corey Bray Associate Director, Championships & Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6076 Cell: 463-302-2048 Email: ieldred@ncaa.org</p>	<p>Leslie Havens Assistant Coordinator, Championships & Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6483 Email: lhavens@ncaa.org</p>

National Collegiate Women's Bowling Committee	
<p><u>CENTRAL</u> Connor Lippink Assistant Director of Athletics Carthage College</p>	<p><u>NORTHEAST</u> Jody Fetterhoff Head Women's Bowling Coach Duquesne University</p>
<p><u>CENTRAL</u> John Williamson Head Women's Bowling Coach Vanderbilt University</p>	<p><u>NORTHEAST</u> Diane Jones Head Women's Bowling Coach La Roche University</p>
<p><u>CENTRAL</u> Jana Woodson, chair Deputy Athletics Director, External Relations Tulane University</p>	<p><u>NORTHEAST</u> Ian Parisi Head Women's Bowling Coach Molloy University</p>

Ex-officio members:	
<p>Michael Fine Secretary-Rules Editor/Weight Management Phone: 850-591-2858 Email: rulesmfine@yahoo.com</p>	<p>Rick Barbera Head Official Phone: 630-561-2806 Email: rmbarbera@sbcglobal.net</p>

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 which he/she may have hereunder and should recuse him/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. Where such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation.

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.

Evaluations

A link to an online survey will be sent out from the NCAA after the completion of competition of the super-regional for the participating teams, tournament manager, officials, and site reps.

Section 4 – Responsibilities

Not Later Than March 23

- Contact tournament director:
 - Confirm your arrival time and hotel accommodations, if needed.
 - Confirm officials and hotel accommodations, if needed.
 - Confirm date, time, location for administrative and officials meeting – Bring extra copies of agenda if necessary.
 - Confirm time prior to any operational meetings.
 - Confirm method of live streaming for the event.
 - Ensure security/safety plan is on file and review. (VERY IMPORTANT THIS IS DONE).
 - Ensure host medical staff is prepared to be at practices and matches.
 - Discuss locations of:
 - Media/interview areas.
 - Training room area.
 - Paddock area.

Day Prior to Competition/Practice Day

- Check with host on the following shipments:
 - NCAA signage all commercial signage must be removed or covered Scoreboard – advertising covered or removed (unless approved by NCAA). Text/email pictures if any questionable items.
 - Merchandise from Event1.
- Read drug testing policies and procedures (p. 10 of Site Rep Manual).
- Meet with tournament director to discuss the following:
 - Entrances – public, teams, officials, staff.
 - Ticket locations.
 - Communication (radios), if necessary.
 - Expected media.
 - Security plan.
- Perform a facility walk-through and review:
 - Scorer's table.
 - Media/interview area.
 - Merchandise sales area.
 - Training room.
 - Nonparticipant seating, if applicable.
- Miscellaneous:
 - Make sure athletic trainer is available at all practices.
 - Make sure NCAA logo rule is being observed.
 - Review parking.

- Review institution checklist (host operations manual).
- Confirm scoring system is set.
- Lead administrative meeting.
 - Review NCAA administrative policies (logo, misconduct, drug testing).

Day of Competition

Arrive early. 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 (unless prior approval).
 - Scorer's table is set and ready, if applicable.
 - Ensure that sales locations for merchandise and programs (if applicable) are prepared.
- Greet officials when arrive.

During Competition

- Listen and watch crowd for inappropriate noisemakers and/or signage. Have security remove them if necessary.
- Observe coaches' and participants behavior. If misconduct occurs, gather as much detail as possible and please contact the NCAA championship administrator and submit a misconduct report (cbray@ncaa.org) or call 317-917-6076. This is simply and email with all the information needed (name of participant, what happened, other important information).
- Note any problems in the viewing area and have security handle any conflicts.

Prior to End of Competition

- Ask the tournament director to get you an accurate count of regional attendance to report back.

End of Competition

- At end of competition make sure officials are safe.
- If misconduct occurs, gather as much detail as possible and please contact the NCAA championship administrator and submit a misconduct report (cbray@ncaa.org) or call 317-917-6076. This is simply and email with all the information needed (name of bowler, what round, what happened, other important information).

Before Leaving Site

- Confirm that the tournament director has everything taken care of and remind him/her to complete surveys and financial form within 60 days of competition.

Within 48 Hours After Meet

- Complete all requested evaluations.

- Leslie Havens (lhavens@ncaa.org) to get details on submitting via online system your statement of expense to NCAA for your service.

Section 5 – Travel/Lodging/Reimbursement

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 current rate) for up to 500 miles to the host site (1000 total miles).

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.

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, please complete the expense reimbursement form return it to the appropriate championship administrator for reimbursement.

Team Transportation Contact Numbers

Short's Travel Management

Phone 866-655-9215

Email ncaaa@shortstravel.com

NCAA Travel Group

Phone 317-917-6757

Email travel@ncaa.org

Website <http://www.ncaa.org/championships/travel/championships-travel-information>

Section 6 – NCAA Administrative Guidelines

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

Logo Policy

[Reference: Bylaw 12.5.4 in the NCAA Divisions I and II Manuals, and Bylaw 12.5.3 in the NCAA Division III Manual.]

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

(1) Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public.

(2) The student-athletes institutions official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athletes institutions official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Misconduct Statement

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, enroute 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.

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 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 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 Regarding Drug Testing

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, etc.): 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.

Q: When is the institution notified of drug testing?

A: For Team Championships: An institutional representative from each team will be notified no sooner than two hours prior to the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.

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

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 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 their 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.

Emergency

If the approved schedule is altered, the site representative must contact the NCAA championship administrator (Corey Bray; 317-917-6076, cbray@ncaa.org) before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the situation and have a recommendation for an alternate schedule.

Notes

Please use the space below to write down any question that may arise during the competition that can be added to this manual to assist in future championships and send to cbray@ncaa.org.
