



***NATIONAL COLLEGIATE  
WOMEN'S BOWLING***

***SITE REPRESENTATIVE MANUAL***

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 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 of the regional competition.

In preparation for your role, please review the Pre-championship 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**

<b>NCAA Staff</b>	
<p>Eric Breece Associate Director, Championships &amp; Alliances Phone: 317-917-6781 Email: <a href="mailto:ebreece@ncaa.org">ebreece@ncaa.org</a></p>	<p>Carla Laster Assistant Coordinator, Championships &amp; Alliances Phone: 317-917-6548 Email: <a href="mailto:claster@ncaa.org">claster@ncaa.org</a></p>

<b>NCAA Women’s Bowling Committee</b>	
<p><b><u>CENTRAL</u></b> John Williamson Head Women’s Bowling Coach Vanderbilt University</p>	<p><b><u>NORTHEAST</u></b> Jody Fetterhoff Head Women’s Bowling Coach Duquesne University</p>
<p><b><u>CENTRAL</u></b> Adeanah Pooler Deputy Commissioner/SWA Southwestern Athletic Conference</p>	<p><b><u>NORTHEAST</u></b> Ian Parisi Head Women’s Bowling Coach Molloy University</p>
<p><b><u>CENTRAL</u></b> Kimberly Sorenson Assistant Director of Athletics Marian University (WI)</p>	<p><b><u>NORTHEAST</u></b> TBD</p>

<b>Secretary Rules Editor and Head Official</b>	
<p>Michael Fine Secretary-Rules Editor/Weight Management Phone: 850-591-2858 Email: <a href="mailto:rulesmfine@yahoo.com">rulesmfine@yahoo.com</a></p>	<p>Rick Barbera Head Official Phone: 630-561-2806 Email: <a href="mailto:rbarbera@sbcglobal.net">rbarbera@sbcglobal.net</a></p>

Not Later Than March 25

- Contact tournament director:
  - Confirm your arrival time and hotel accommodations, if needed.
  - Confirm hotel accommodations, if needed.
  - Confirm date, time, location for administrative and officials meeting.  
Confirm time before administrative meeting to review agenda with host.  
Ensure security/safety plan is on file and review.  
Ensure host medical staff is prepared to be at practices and matches.  
Confirm teams have made contact and hotel accommodations, if needed.  
Confirm officials and hotel accommodations, if needed.

Day Prior to Competition/Practice Day

- Check with host on the following shipments:
  - NCAA signage.
  - Regional champion trophies and participant medallions.
  - Merchandise from Event1.
- Discuss locations of:
  - Media/interview areas.
  - Training room area.
  - Paddock area.
- Read drug testing policies and procedures (p. 8 of Site Rep Manual).
- Meet with tournament director to discuss the following:  
Entrances – public, teams, officials, staff.  
Credentials/players - pass list.  
Ticket locations.  
Communication (radios), if necessary.  
Expected media.  
Security plan.  
Crowd control with tournament director and security personnel (if available).  
Review pre-match schedule.
- Perform a facility walk-through and review:
  - Scorer’s table.
- Media/interview area.  
Paddock area.
  - Merchandise sales area.
- Digital program handouts.
- Training room.
- Nonparticipant seating, if applicable.
- Signage- NCAA signage should be displayed within the competition venue.
- 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 they 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.
- 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.

#### 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.
- Obtain All-Tournament Team list.

#### 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.
- Reach out to Carla Laster ([claster@ncaa.org](mailto:claster@ncaa.org)) if you have not yet received reimbursement information via email from our Travel Expense System.

## 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 (1,000 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 and return it to the appropriate championship administrator for reimbursement.

### Team Transportation Contact Numbers

#### Short's Travel Management

Phone 866-655-9215

Email [ncaa@shortstravel.com](mailto:ncaa@shortstravel.com)

#### NCAA Travel Group

Phone 317-917-6757

Email [travel@ncaa.org](mailto: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-athlete's 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-athlete's 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 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.**

## Emergency

If the approved schedule is altered, the site representative must contact the NCAA championship administrator 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.

## 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 upon 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 must 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.

## 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 'Show / hide columns' button and a search box. A table lists travel records with columns for 'Travel group', 'Meeting dates', 'Meeting location', 'Meeting name', 'Travel type', 'Primary Expense Report', and 'Secondary Expense Report'. The first row is highlighted, and a red arrow points to the 'Create' link in the 'Primary Expense Report' column. Another red arrow points to the search box.

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

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

[Approvals](#) > Approving Expense Report

Expense Report

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

Expenses

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

Select To Add Expense

- 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		
<div style="border: 1px solid black; padding: 2px;">                     Meals                      Lodging                      Mileage @ 0.53                      Ground Transportation                      Airfare                      Other                      Baggage                      Select Pay To                 </div>				Remove

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

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

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

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

Pay To

Self

Mailing Address

No tax address is configured

Add Address

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

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

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.

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

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

State	IN
Postal code	46204
Country	USA

[Modify Address](#)

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

**Payment Information**

Bank is not configured

[Add Bank](#)

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

**Bank Info**

**Bank Info**

Bank name

Account type Select Account Type ▾

Routing number

Account number

[Update Bank Info](#)

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

**Payment Information**

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

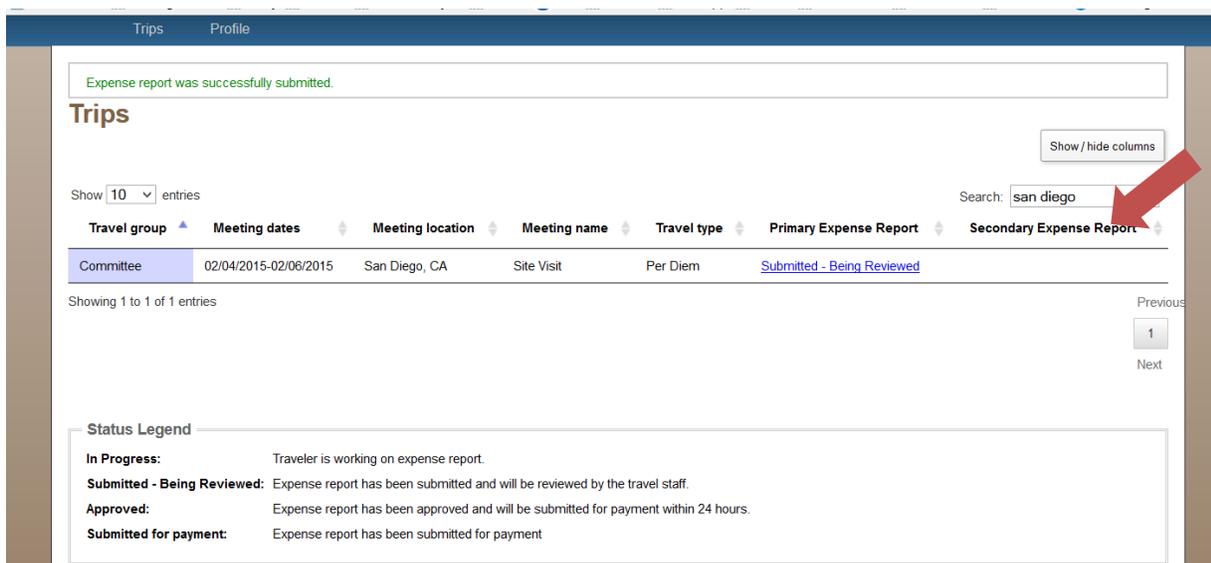
[Modify Bank](#)

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



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](mailto:travel@ncaa.org) or 317-917-6757.