

SITE REPRESENTATIVE 2026-27 MANUAL

Division I Football

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Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as an NCAA site representative at one of the preliminary-round sites of the Division I Football Championship.

During the preliminary rounds of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division I Football Championship 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 preliminary round host operations manual. NCAA site representatives are also responsible for conducting the videoconerence and the administrative meeting prior to the start of preliminary-round competition.

In preparation for your role, please review and have on hand the following documents, which are on **ncaa.org/championship/division-i/football.**

- Prechampionship manual
- Preliminary-round host operations manual

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 I Football Championship Committee chair.

On behalf of the NCAA and the Division I Football Championship Committee, thank you for your time and efforts.

Section 1•2 Responsibilities of NCAA Site Representatives

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

- To serve as a representative of the NCAA during championship competition;
- To conduct championship competition according to the policies and procedures outlined in the prechampionship manual and the preliminary round host operations manual;
- To conduct the administrative meeting;
- To conduct a prechampionship videoconference with teams, administrators and the host institution;
- To serve as a resource for visiting teams and the tournament director;
- To complete an evaluation of the host site; and
- To communicate in a timely fashion to the NCAA championships and alliances staff any issues that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

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NATIONAL COMMITTEE

Current members of the committee can be found at the following link: web1.ncaa.org/committees/#/reports/roster?committeeCode=1AAFB

Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

To serve as an NCAA site representative, all individuals must participate in training for the sport. All individuals employed at NCAA member institutions and/or conferences are eligible to serve as NCAA site representatives.

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

Section 3•2 Conflict of Interest

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

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

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

Section 3•3 Neutrality

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

Section 3•4 Evaluations

POSTGAME VIDEOCONFERENCES

To receive immediate feedback on a host site, videoconferences will be conducted at 10 p.m. Eastern time on Saturday after each round to review any issues, concerns, highlights and other relevant information.

NCAA SITE REPRESENTATIVE SURVEY

Following each round of the championship, NCAA site representatives will receive a championship survey link via email to complete regarding their experience. Please take a few minutes to complete this survey to help us improve the championship experience for all involved.

Section 4 • Important Dates

DIVISION I FOOTBALL IMPORTANT DATES

Notification of Selection as a Site Representative	First Round – Sunday, Nov. 22 Second Round – Sunday Nov. 29 Quarterfinal Round – Sunday, Dec. 6 Semifinal Round – Sunday, Dec. 13
NCAA Site Representative Arrival Date at Site	First Round – Friday, Nov. 27 Second Round – Friday, Dec. 4 Quarterfinal Round – Thursday, Dec. 10, or Friday, Dec. 11 Semifinal Round – Friday, Dec. 18
Mandatory Postgame Videoconference	First Round – Saturday, Nov. 28 at 10 p.m. Eastern time Second Round – Saturday, Dec. 5 at 10 p.m. Eastern time Quarterfinal Round – Saturday, Dec. 12 at 10 p.m. Eastern time Semifinal Round – Saturday, Dec. 19 at 10 p.m. Eastern time

Section 5 • Responsibilities

Section 5•1 Team Championships

NO LATER THAN THE SUNDAY BEFORE COMPETITION

- Complete the following:
  - Contact tournament director.
  - Contact director of athletics of host institution to confirm opponent, review playoff information sheet and establish time for Monday conference call with opponent.
  - Contact opponent's director of athletics to complete the playoff information sheet.
  - Use your own or the host institution's Zoom or Microsoft Teams account to set up a videoconference with personnel from both participating teams.
    - If a Zoom or Microsoft Teams account is needed, please contact Antonio Cannavaro (**acannavaro@ncaa.org**; 463-237-0178) and he will assist with setting up a Microsoft Teams meeting.
  - Contact Ty Halpin (**thalpin@ncaa.org**; 317-917-6136) and Corey Bray (**cbray@ncaa.org**; 317-917-6076) to confirm all of the arrangements and provide updates to the playoff information sheet

NO LATER THAN THE MONDAY BEFORE COMPETITION

- Lead videoconference with host and teams providing a general overview of the administrative meeting agenda that will be reviewed the day before the game. The provided agenda for the videoconference will include to:
  - Confirm hotel accommodations for team(s), officials and instant replay officials.
  - 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 location of administrative meeting.
  - Discuss security/safety plan.
  - Ensure host medical staff are prepared to be at practices and the game.
  - Discuss locations of:
    - Media/interview areas.
    - Athletic training room area.
    - Video recording and photography areas.
- Contact Ty Halpin and Corey Bray to report results of the Monday conference call of any significance.

NO LATER THAN THE WEDNESDAY BEFORE COMPETITION

- Check with the host on the following shipments:
  - NCAA signs (Source One).
  - Game balls (Wilson).
  - Merchandise (Event 1).
  - Patches for team and officials (NCAA).
  - Chain crew vest (NCAA).
  - Programs, if applicable (Learfield).
- Review drug testing policies and procedures if your site is chosen.

NO LATER THAN THE THURSDAY BEFORE COMPETITION

- Ask if the tournament director has any questions.
- Check with the visiting team's administrator regarding travel and any other questions or issues. Remind the administrator of the administrative meeting.

DAY OF PRACTICE

- If possible, arrive at the host site in time to attend team practices.
- Meet with the tournament director to discuss the following:
  - Entrances – public, teams, officials, staff, media.
  - Ticket locations.
  - Credentials/player pass list.
  - Communication (radios), if necessary.
  - Crowd control.
  - Game management plans.
  - Review pregame schedule.
  - Make sure equipment is ready.
  - Expected media.
  - Band/spirit squad/mascot procedures, if applicable.
  - Personnel are in place.
  - Security plan.
  - Inclement weather, if applicable.
- Perform a facility walk-through and review:
  - Field markings.
  - Press box.
  - Team bench areas.
  - Media/interview area.
  - Locker rooms (teams and officials) and security.
  - Merchandise sales area.
  - Program sales area, if applicable.
  - Overall look and treatment of facility.
  - Signs – all commercial signs must be removed or covered; electronic corporate signs are prohibited.
  - Scoreboard – advertising covered or removed.
  - Test all electronic equipment (including the referee microphone).
  - Video recording/photography areas.
  - Scouting seats, if applicable.
  - Athletic training room.
  - Evaluator location, if applicable.
  - Band/spirit squad location, if applicable.
  - Nonparticipant seating, if applicable.
- Conduct prechampionship meeting and establish games committee to review misconduct incidents.

- Miscellaneous:
  - Make sure athletic trainer is available at all practices and the game.
  - Make sure NCAA logo rule is being observed.
  - Ensure that teams and officials are provided NCAA patches.
  - Game balls should be used during practice to break them in, if applicable.
  - Equipment for both teams checked.
  - Merchandise and programs (if applicable) available.
  - Review parking.
  - Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.
  - Confirm the athletics communications director is prepared to report results at the conclusion of the competition.
  - Review script with communications representative/public address announcer.
  - Lead administrative meeting.
  - Review NCAA administrative policies.
  - Review expense reimbursement policies with the game officials.

DAY OF COMPETITION

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

- Perform a facility walk-through to ensure it is "game ready":
  - Signs are displayed properly and advertisements are covered.
  - Press box/coaches booth is ready.
  - Home and visiting team locker rooms are clean and stocked with paper items.
  - Sales locations for merchandise and programs (if applicable) are prepared.
  - Artificial noisemakers are not present.
  - All electronic equipment (including the referee microphone and instant replay communication devices) is operable.
  - Check on instant replay.
- Greet officials and both teams as they arrive.
- Check squad sizes and bench limits.
- Meet with the tournament director regarding game arrangements and last-minute problems.

During the Game

- Listen and watch the crowd for artificial noisemakers and/or inappropriate signs. Have security remove them if necessary.
- Observe coach and player behavior.
- Note any problems in fan areas and have security manage any conflicts.

Halftime

- Ensure that officials and teams are safely ushered on and off the field.
- Check the press box 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.

PRIOR TO THE END OF THE GAME

- Ask the tournament director to provide an accurate count of game attendance.
- Ensure everyone is prepared for end of game security and media needs.

END OF THE GAME

- Ensure officials are safely off the field.
- Observe players and coaches shaking hands and leaving the field.
- Attend media interviews and ensure the cooling-off period occurs.
- Check in with drug testing to see that there are any issues, if applicable.
- Notify winning team that the football championship committee will confirm hosts for the next round during a conference call Saturday night at 10 p.m. Eastern time.
- Stop by the locker room of the nonadvancing team to congratulate them on a great season and thank the head coach and team for being part of the championship.

BEFORE LEAVING THE SITE

- Confirm that the tournament director took care of everything and remind them to complete surveys.
- Call/email the NCAA national office with a quick report (participate on Saturday night videoconference).

WITHIN 48 HOURS AFTER THE GAME

- Participate in the Saturday night Mandatory Postgame Videoconference to provide a recap of your assigned game. Please be sure to obtain the attendance figure for the game.
- Complete all requested evaluations.
- Complete online travel expense report once email is received. (See **Appendix B** for instructions.)

Section 6 • Travel, Lodging and Expense Reimbursement

Section 6•1 Travel

All NCAA site representatives will be selected, if possible, by proximity to the host site. The NCAA will provide reimbursement for mileage (NCAA rate per mile) for up to 400 miles to the host site.

Section 6•2 Lodging

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

Section 6•3 Expense Reimbursement

All NCAA site representatives will receive a $75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem (including airport and hotel parking, if applicable).

Once competition is completed, please complete the online travel expense report. (See **Appendix B** for instructions.)

Section 6•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	**ncaaalo@shortsttravel.com**

NCAA TRAVEL GROUP

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

Section 7 • NCAA Administrative Guidelines

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

Section 7•1 Logo Policy

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 applicable sports playing rules are satisfied and the following criteria are met.

a. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles, 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; and

b. The student-athlete's institution's official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps, 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 four square inches in area (i.e., rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo.

Section 7•2 Misconduct Statement

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 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 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.

Please contact Ty Halpin (**thalpin@ncaa.org**) and Corey Bray (**cbray@ncaa.org**) immediately if you encounter alleged misconduct.

Section 7•3 Use of Tobacco Products

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking (including cigars) is not permitted anywhere in the venue.

Section 7•4 Drug Testing Statement

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 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.

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 director, drug-testing site coordinator or the NCAA championship staff member (if applicable) for the 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. Who is an institutional representative?

A. An institutional representative is an individual from the participating institution who is designated by their institution to assist with drug testing if 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. An institutional representative from each team will be notified no sooner than two hours before the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.

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

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

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

A. Within one hour after the student-athlete was notified.

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

Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team 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 before a student-athlete completes 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.

Section 7•5 Inclement Weather

If weather conditions could alter the approved schedule, the NCAA site representative must contact the NCAA championship administrator (Ty Halpin or Corey Bray) via cellphone 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 partnered with DTN Weather Hub to provide a lightning detection and weather monitoring system for all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representative in case of inclement weather during the championship. This service is provided so that all sites will have resources available to ensure the safety of student-athletes, spectators and event management staff.

The NCAA site representative will be added by NCAA staff to the DTN Weather Hub system, so they can receive weather updates.

For detailed lightning and weather guidelines, refer to **Appendix C**.

Appendixes

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Appendix A • FAQ

Q. How should I respond when officials ask me how they will receive their payment and when they should expect it?

A. All officials are paid directly by the NCAA through RefQuest +. There is not a set timetable for payment. All inquiries should be directed to the championship manager (Corey Bray, **cbray@ncaa.org**).

Q. A fight broke out in the stands between the fans of the home and visiting teams. What responsibility do I have to take care of this?

A. You should first notify the tournament director that they need to obtain security in the section where the fight broke out. After the fight, please gather as much information as possible from the tournament director and security, including what happened, whether anyone was removed from the competition site, and the resolution. All these facts should be sent to the championship administrator via email. If the situation is severe, please immediately call the championship manager.

Q. A team arrived late for its practice due to their bus breaking down. What should I do?

A. Work with the host to try to get the team their full allotment of practice time if possible.

Q. I received an alert on my phone that lightning is within 30 miles and we are going to begin the game in 10 minutes. What steps should I be taking?

A. Immediately find the tournament director and begin to discuss the distance of the lightning. Remember to consult the lightning guidelines. Altering a game time should involve the games committee (consult the preliminary- round host operations manual for who serves on this committee). Once it is determined that the game should be delayed, you should call the championship manager to discuss the situation. You should be prepared to give the championship managers the games committee's recommendations regarding further delays or moving the contest.

Q. If a visiting team's sideline heaters stop working, is the home team required to turn off the same number of their sideline heaters?

A. If the host provides heaters for the visiting teams and one (or multiple) of the heaters stops working, the host team should shut down an equal number of their heaters. If the visiting team rents their own heaters, the host institution is not required to turn off their heaters, unless the reason for the visiting team heaters not working is because of a lack of power. In that case, the home team will need to turn off an equal number of heaters.

Appendix B • Travel Expense System – Traveler User Guide

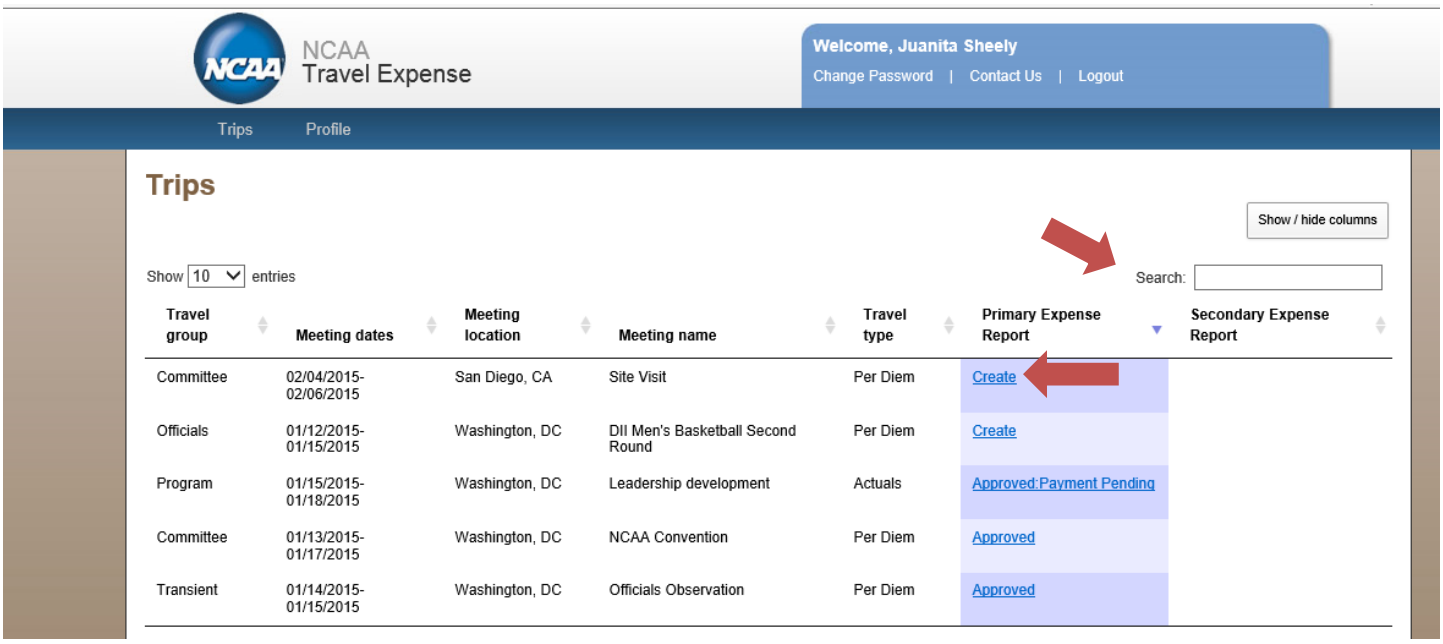
TRAVEL EXPENSE SYSTEM – TRAVELER USER GUIDE

1. On the last day of your meeting or trip, your staff liaison will authorize you to file an expense report. Once authorized, you will receive an email advising you to file your expense report and giving you the link to the system and login instructions.

2. The new system has been redesigned to offer the following conveniences:
   a. One username and password for all trips.
   b. View the status of all expense reports, as well as payment information, in one place.
   c. Simplify the system and improve usability.

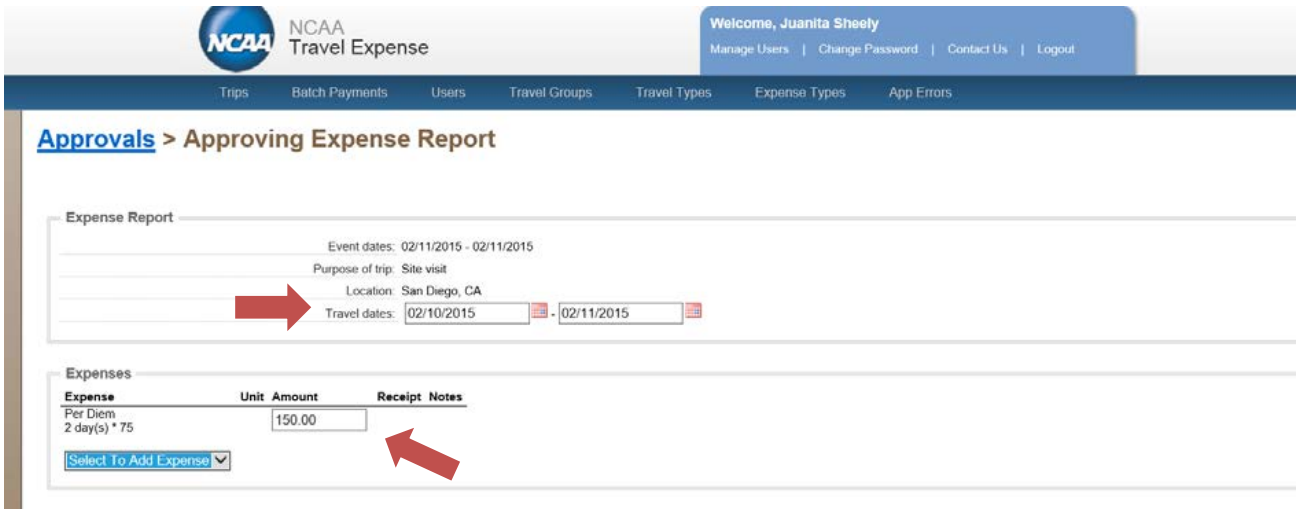
3. Once you have received your email, follow the instructions to access the system and log in. On the home screen, you will see a list of all expense reports you are authorized for, as well as those already filed. Click on the column headers to sort the list as you prefer or use the Search box to locate a particular trip.

4. To begin a new expense report, click on the Create link.



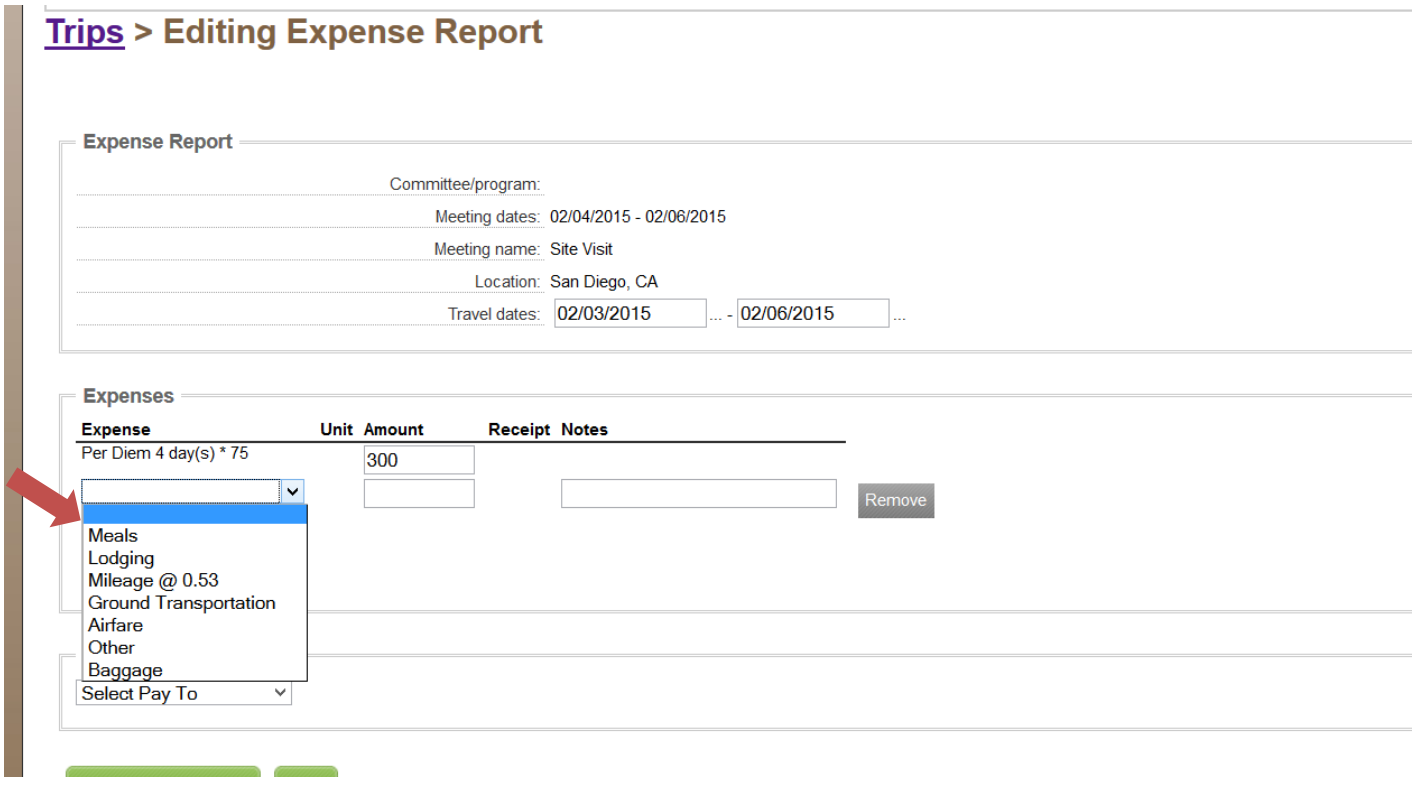
5. First enter your travel dates. You can type the dates in or use the calendar icons to select them.

6. If you are eligible for per diem, your reimbursable amount will automatically populate based on your travel dates and the dates authorized by your staff liaison.

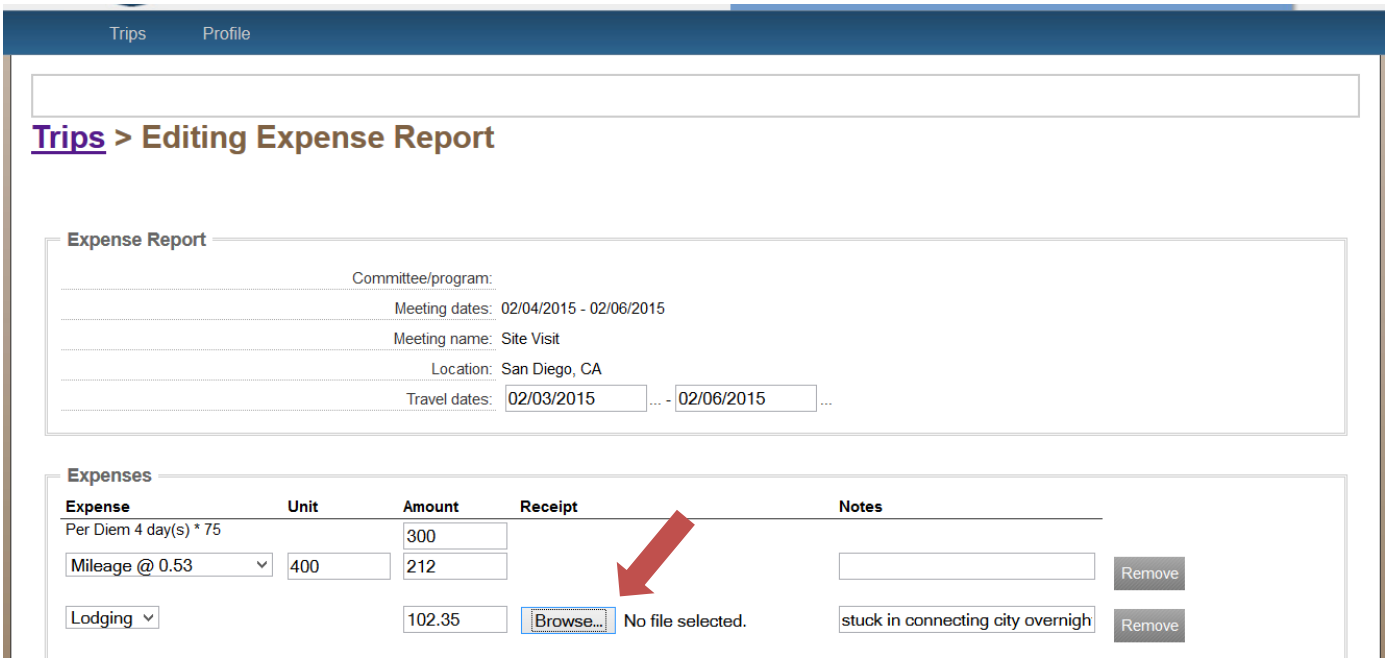


7. If you have other expenses to claim, click the Select to Add Expense drop-down menu, and choose the expense type from the drop down menu. Note, if per diem is paid, the NCAA does not reimburse items such as meals, parking, lodging, ground transportation, tolls, etc., except in extraordinary circumstances.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

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

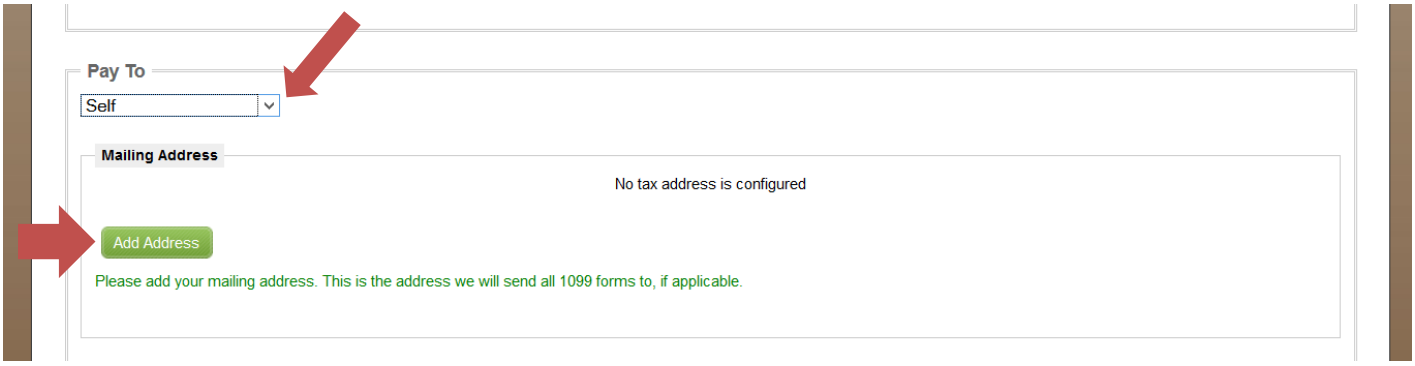


8. Some expenses will require you to submit receipts. When required, the Receipt field will be populated. To submit, simply click the Browse button and attach the appropriate file from your computer. The system can only accept pdf files.

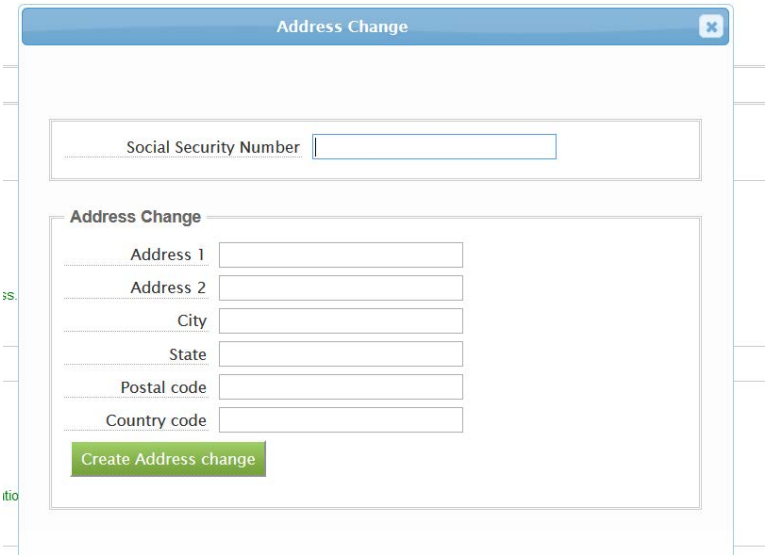


9. Once all expenses are entered, choose who payment should be made to. You can choose yourself, or your institution, conference or business.

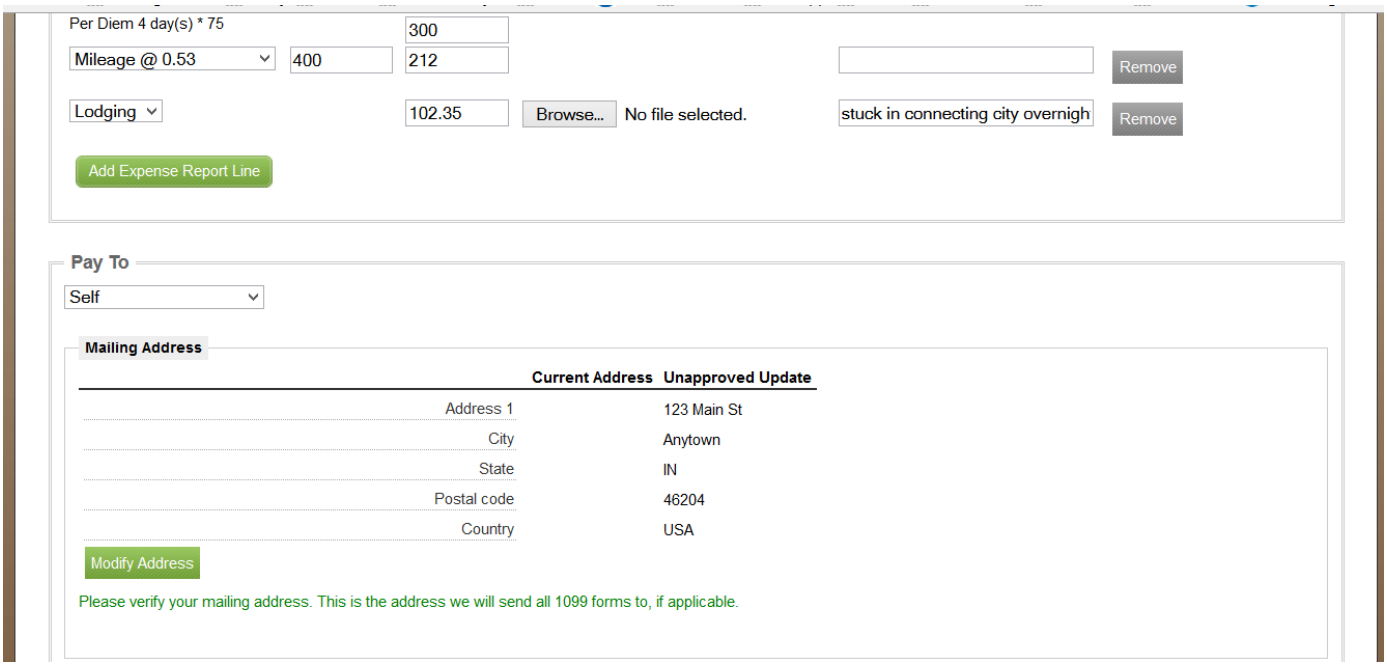
   To choose yourself, select Self from the drop-down menu. If the system does not have a record of paying you previously, you will need to add your address by clicking the Add Address button.



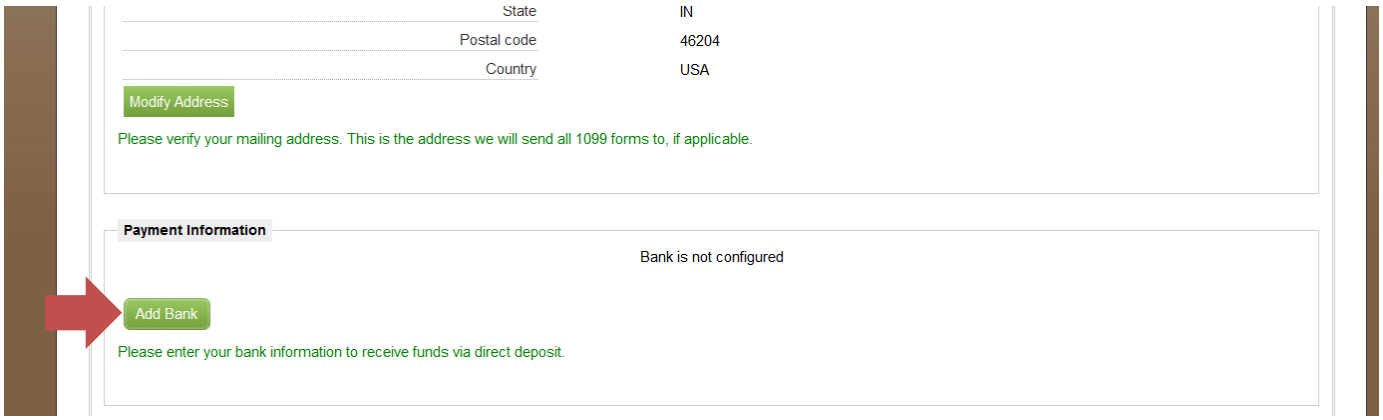
10. On the address screen, enter your Social Security Number and current mailing address in the fields provided. When complete, click Create Address change to be taken back to the expense entry screen.

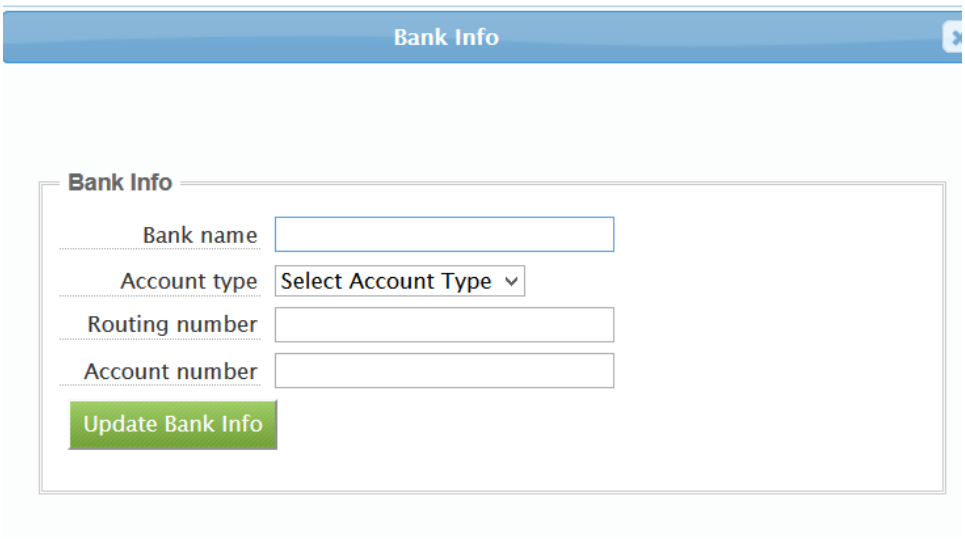


If the system indicates you have been paid by the NCAA previously, the address we currently have on file for you will be shown. Please be sure that address is correct or enter any changes by clicking Modify Address.

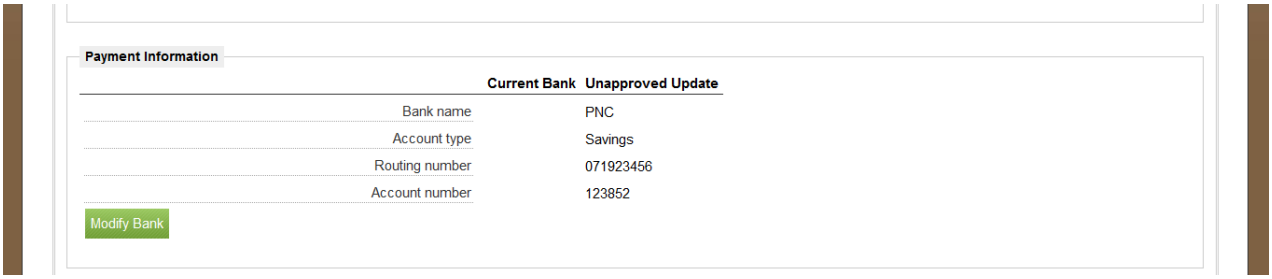


11. Finally, if the payment is being made to you, we will need your bank information in order to pay you by electronic funds transfer, or direct deposit. As with your address, if the system does not have your information on file, you will need to click Add Bank and complete the required fields. Once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



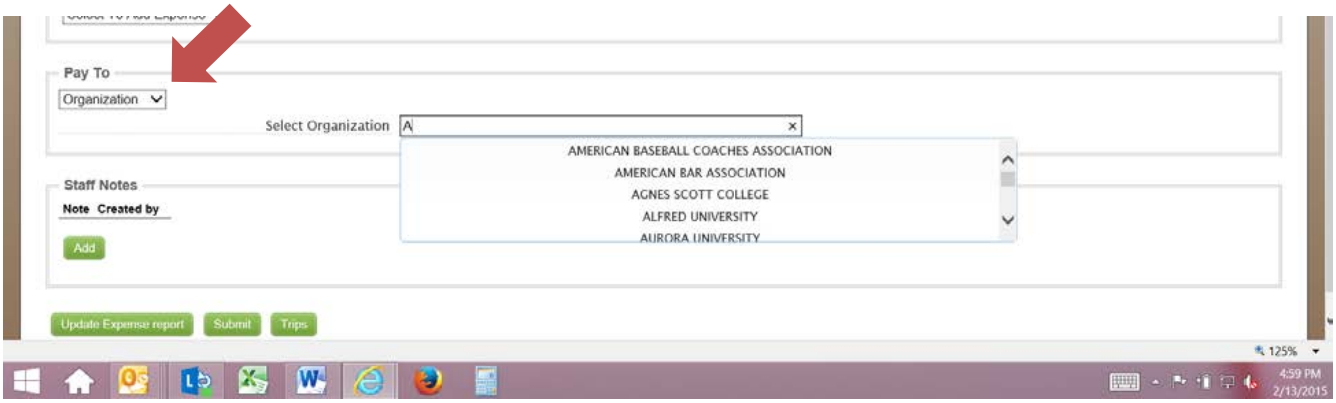


If the system indicates you have been paid by the NCAA previously, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking Modify Bank.



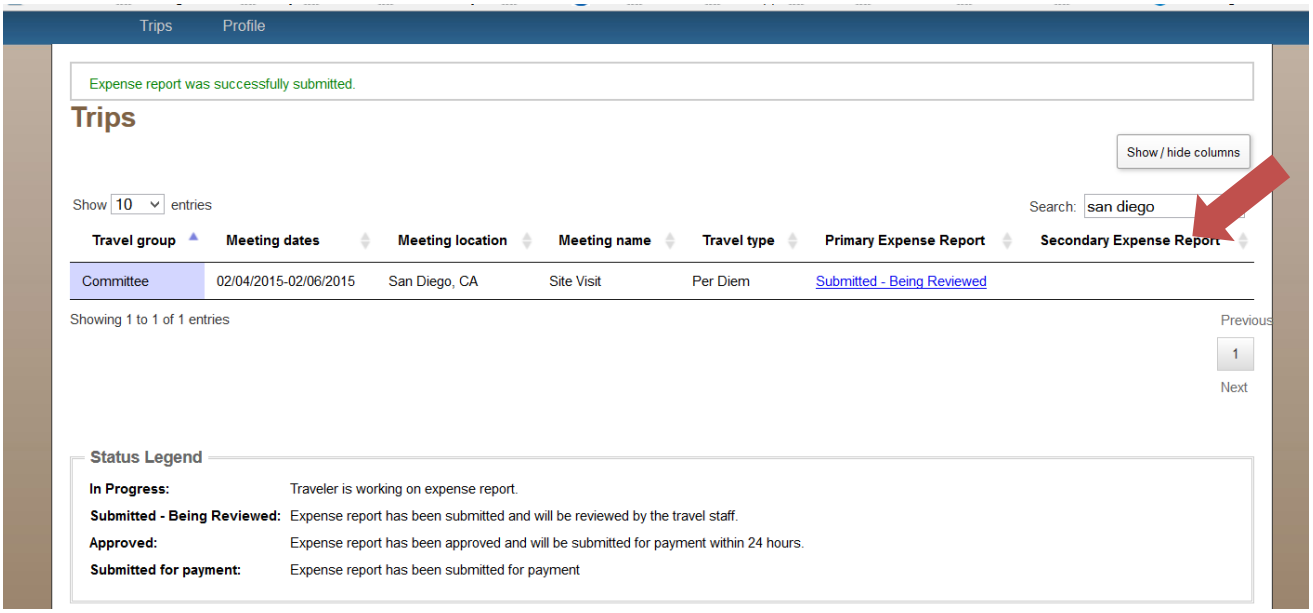
12. Once all expense, address and bank information is complete, click Submit to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.

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.

Appendix C • 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 lighting 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 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-

DANGEROUS LOCATIONS

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

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

2. For large-scale events, continuous monitoring of the weather should occur from the time pre-event activities begin throughout the event.

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

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

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

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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*

Appendix D • Signage Removal/Covering

UPDATED September 2025

SIGNAGE REMOVAL/COVERING EXPECTATIONS
DURING NCAA CHAMPIONSHIPS

This document is intended to provide guidance to staff as they communicate with preliminary round host sites related to signage expectations. The host shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA Corporate Champions or Corporate Partners. All proposed commercial involvement must receive prior approval of the NCAA.

Signage expectations checklist:

- ✓ There should be no signage, fixed or digital, for alcohol, tobacco, or gambling viewable in the competition area. Any such signage shall be removed or covered, at the expense of the host. **Exception for alcohol signage at concession stands and mobile food and beverage stations**.
- ✓ There should be no signage, fixed or digital, that is a direct competitor of NCAA Corporate Champions and Corporate Partners in the competition area. Any such signage shall be removed or covered, at the expense of the host. **Exception for venues with naming rights. In those cases, up to two (2) permanent signs with the venue name may be visible in the competition area.**
- ✓ Host site/venue shall not be permitted to add any temporary or permanent signage, fixed or digital, that was not in place for other events prior to hosting an NCAA event.
- ✓ Request that the host provide pictures of competition area and signage visible during television and/or streaming broadcasts as part of bid submission.
- ✓ Existing **fixed** signage, which is not alcohol, tobacco, or gambling, and is not in conflict with NCAA Corporate Champions and Partners is not required to be removed or covered in the competition area. However, there shall be **NO digital signage** permitted, regardless of conflict or not with NCAA Corporate Champions and Partners.

NOTE: *Any exceptions that are requested by the host/venue should be elevated to Anthony Holman for discussion with the Corporate Relations team.*

NCAA Corporate Champions and Corporate Partners support all NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of logos, marks, designations, and championship tickets.



UPDATED September 2025

Through the NCAA Corporate Champion and Corportate Partner Programs, these companies provide a direct, positive impact on the academic and developmental opportunities afforded to nearly half a million NCAA student-athletes each year. It is important to safeguard the investment made by the Corporate Champions and Partners. Thus, any potential conflicts should be shared with the corporate relations department.

Corporate Champions	**Exclusive Categories**
AT&T	Wireless
Capital One	Commercial and mobile banking card holder services
Coke	All non-alcoholic ready to drink beverages
Corporate Partners	**Exclusive Categories**
Buffalo Wild Wings	Casual dining establishments, specifically sit-down restaurants with table service; chicken wings
Buick	Vehicle/Auto
GEICO	Home & Auto Insurance
Great Clips	Hair salon, Barber Shops
Home Depot	Home Improvement
Intuit Turbotax	Tax tools and preparation
Invesco	ETF (Exchange Traded Fund)
LG	Consumer electronics and home appliances
Marriott	Hotel, resorts, home rentals, time shares
Mondelez (Ritz, Oreo, BelVita)	Cookies/Crackers
Pizza Hut	Casual dining restaurants that primarily serve pizza; pizza delivery service
Reese's	Confectionary
Samsung Galaxy	Mobile hardware (i.e. cell/mobile phones)
Unilever	Personal grooming products
Wendy's	Quick service restaurant primarily serving hamburgers; quick service restarurants serving breakfast
Werner	Ladders