

SITE REPRESENTATIVE 2026-27 MANUAL

Division II 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 II 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 II Football Committee. As such, NCAA site representatives are expected to conduct preliminary-round championship competition according to the policies and procedures outlined in this manual, the prechampionship manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials meeting before the start of preliminary-round competition.

In preparation for your role, please review and have on hand the following documents, which may be found on **ncaa.org**:

- **Prechampionship manual**
- **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 David Sharp, chair of the NCAA Division II Football Committee.

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

Section 1•2 Responsibilities of Site Representatives

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

- To serve as a representative of the NCAA during championship playoffs;
- To conduct championship competition according to the polices and procedures outlined in the prechampionship manual and host operations manual;
- To conduct the administrative meeting in conjunction with the championship;
- To participate in a prechampionship Microsoft Teams meeting or teleconference with teams, administrators and hosts;
- To serve as a resource for the visiting team and the tournament manager;
- To complete an evaluation of the tournament site and the officials; and
- To communicate in a timely fashion to the NCAA championship staff issues and concerns that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

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DIVISION II FOOTBALL COMMITTEE

SUPER REGION 1

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University of Findlay
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Phone: 563-271-6648
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David Sharp, chair
Director of Athletics
Ouachita Baptist University
Phone: 870-245-5182
Email: sharpd@obu.edu

Section 3 • Selection and Overview

Section 3•1 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 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. 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•2 Neutrality

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

Section 3•3 Evaluations

For each round of the championship, links to electronic surveys will be sent out from the NCAA after the completion of competition for the participating teams, tournament manager, officials and site representatives.

Section 4 • Responsibilities

Section 4•1 Team Championships

NOT LATER THAN THE MORNING FOLLOWING SELECTIONS

- Contact tournament manager:
  - Confirm your arrival time and hotel accommodations, if needed.
  - Confirm teams have made contact and hotel accommodations, if needed.
  - Confirm officials and hotel accommodations, if needed.
  - Confirm time for meeting/call with teams and host (date and time).
  - Confirm game and practice times.
  - Confirm date, time and location for administrative and officials meeting.
  - Confirm time before administrative meeting to review PowerPoint with host.
  - Discuss neutrality.
  - Discuss equipment to be received and equipment to be provided (game balls, signage, patches).
  - Ensure security/safety plan is on file and review.
  - Ensure host medical staff are prepared to be at practices and the game.
  - Discuss locations of:
    - Media/interview areas.
    - Athletic training room area.
    - Sideline instant replay (first round, second round and quarterfinal round).
    - Videotaping and photography areas.
- Participate in meeting/call (national committee member in the super region will lead the call) with host and teams.

NOT LATER THAN TWO DAYS PRIOR TO COMPETITION

- Check with visiting teams' administrator(s) to be sure they are set and have no issues with travel. Remind them of the administrative meeting.

NOT LATER THAN THE MORNING OF THE PRACTICE DAY

- Check with tournament manager to see if he or she has questions.
- Check with host on the following shipments:
  - NCAA signage.
  - Merchandise from Event 1.
  - Programs or QR code for digital programs.
  - Participant medallions (58 per nonadvancing team).
- Review drug-testing policies and procedures if your site is chosen.

DAY OF PRACTICE

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

  - Check to be 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:
  - Check field for proper markings.
  - Press box.
  - Team bench area(s).
  - Media/interview area.
  - Locker rooms (teams and officials) and security.
  - Merchandise sales area.
  - Program sales area, if applicable.
  - Overall look and treatment of facility.
  - Signage – all commercial (alcohol, tobacco, professional sports organizations and gambling) signage must be removed or covered at institutional expense.
  - Scoreboard – advertising covered or removed.
  - Test all electronic equipment.
  - Videotaping/photography areas.
  - Instant replay setup.
  - Scouting seats, if applicable.
  - Athletic training room.
  - Evaluator location, if applicable.
  - Band/spirit squad location, if applicable.
  - Nonparticipant seating, if applicable.
- Miscellaneous:
  - Make sure athletic trainer is available at all practices.
  - Make sure NCAA logo rule is being observed.
  - Game balls should be used during practice to scuff them up, if applicable.
  - Equipment for both teams checked.
  - Review parking.
  - Review administrative meeting PowerPoint with tournament manager. Make edits for your site as needed.
  - Review institution checklist (host operations manual).
  - Determine method for distribution of participant medallions (i.e., on field or in the locker room).
  - Confirm sports information director is prepared to report the results at the conclusion of competition.
  - Review script with communications representative/public address (PA) announcer.
- Lead administrative meeting (via PowerPoint provided):
  - Review NCAA administrative policies (logo, misconduct, drug testing, etc.).

DAY OF COMPETITION

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

- Perform a facility walk-through and review:
  - Signage is properly displayed and advertisements are covered.

  - Press box/scorer's table/coaches' booths are set and ready, if applicable.
  - Check visiting locker room(s) for cleanliness and that it is properly stocked with paper items.
  - Ensure that sales locations for merchandise and programs (if applicable) are prepared.
  - Check for inappropriate artificial noisemakers.
  - Test all electronic equipment.
- Greet officials and the visiting team as they arrive.
- Conduct officials meeting (provide agenda to the referee before the meeting).
- Check squad sizes and bench limits (if applicable).
- Collect starting lineup forms 30 minutes before the start of game and provide it to the PA announcer, if applicable.
- Chair the games committee, if action is necessary.

DURING THE GAME

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

HALFTIME

- Be sure that officials and teams are securely ushered on and off the field.
- Check in at 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.

BEFORE THE END OF THE GAME

- Ask the tournament manager to get you an accurate count of game attendance to report back to the NCAA staff/committee.
- Be sure everyone is prepared for end-of-game security and media needs.

END OF THE GAME

- At the end of game, make sure officials are safely off of the field.
- Observe players and coaches shaking hands and leaving the field.
- If an alleged misconduct occurs, please contact the NCAA championship manager.
- Attend media interviews and be sure the cooling-off period occurs.
- Check in with drug testing to see that there are no issues, if applicable.
- Stop by the locker room of the nonadvancing team and thank the head coach and team for being part of the championship.

BEFORE LEAVING THE SITE

- Obtain a final copy of the statistics sheets and remind the host sports information director to send results as requested by the NCAA.
- Confirm that the tournament manager has everything taken care of, and remind him/her to complete surveys and submit the final financial report within 60 days of competition.

WITHIN 48 HOURS AFTER THE GAME

- Complete all requested evaluations.
- Complete misconduct forms, if applicable.
- Submit Statement of Expense Form (online, you will receive an email from the NCAA to complete).
- Participate in a Microsoft Teams meeting with the Division II Football Committee and NCAA staff and provide a game recap.

Section 5 • Travel, Lodging and Expense Reimbursement

Section 5•1 Travel

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

Section 5•2 Lodging

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

Section 5•3 Expense Reimbursement

All site representatives will receive a $75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem.

Once competition has been completed, please complete the expense reimbursement form and return it to the appropriate championship administrator for reimbursement.

Section 5•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

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

NCAA TRAVEL GROUP

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

Section 6 • NCAA Administrative Guidelines

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

Section 6•1 Logo Policy

[Reference: Bylaw 17.1.10 in the NCAA Division II 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 field, 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; and
2. The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, 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 4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo.

Section 6•2 Misconduct Statement

Per NCAA Bylaw 18.02.4, misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct should be dealt with in a timely manner by the governing sport committee.

Section 6•3 Drug-Testing Statement

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

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

FREQUENTLY ASKED QUESTIONS FOR COACHES

Please review this section for questions that may arise regarding drug testing.

Q. Where is the drug-testing facility for this championship?

A. Check with the tournament manager, drug-testing site coordinator or the NCAA championship staff member for 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 on 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 (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. An institutional representative from each team will be notified not 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 have been 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 has been 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 has to leave and a student-athlete is still in drug testing?

A. A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.

- If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
- A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
- If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?

A. No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.

Q. What if we play a late-night game (10 p.m. or later start, local time)?

A. The NCAA's late-night drug-testing policy only pertains to team championships.

- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later, local time.
- The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before 10 a.m., local time, the next day.
- An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.

Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?

A. 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 6•4 Inclement Weather

If weather conditions could alter the approved schedule, 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 weather situation and have a recommendation for an alternate schedule.

LIGHTNING AND WEATHER DETECTION SERVICE

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

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