2026 DIII FOOTBALL CHAMPIONSHIP

SITE REPRESENTATIVE 2026-27 MANUAL

Division III 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 III Football Championship.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division III 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 prechampionships 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 preliminary-round competition.

Please note: A videoconference will be conducted at 1 p.m. Eastern time, Nov. 13, for all site representatives and NCAA staff to review duties and responsibilities. Please refer to **Appendix B** for the videoconference agenda and call-in information.

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

- Prechampionship manual – **ncaa.org/championships/division-III-football**
- Host operations manual – **ncaa.org/championships/division-III-football**

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 J.P. Williams, NCAA staff or Hunter Sims**,** chair.

On behalf of the NCAA and the Division III 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 procedure outlined in the prechampionships manual and host operations manual;
- To conduct the administrative meeting in conjunction with the championship;
- To conduct a prechampionship teleconference with teams, administrators and host (if applicable);
- To serve as a resource for visiting teams and tournament director;
- To complete an evaluation of the tournament site; and
- To communicate in a timely fashion to the NCAA championship staff issues and concerns that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

J.P. Williams
Championships and Alliances, Operations
P.O. Box 6222
Indianapolis, Indiana 46206-6222
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Indianapolis, Indiana 46206-6222
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NCAA DIVISION III FOOTBALL COMMITTEE

REGION I

Mike Cebrosky
Head Football Coach
King's College (Pennsylvania)
570-760-0330 (office)
michaelcebrosky@kings.edu

REGION II

Portia Hoeg
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Centennial Conference
717-358-4489 (office)
phoeg@centennial.org

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Director of Athletics
University of Mary Hardin-Baylor
254-295-5065 (office)
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REGION IV

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Director of Athletics
Hanover College
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REGION V

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Augustana College (Illinois)
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REGION VI

Keith Buckley
Director of Athletics
Pacific University (Oregon)
503-352-2180 (office)
kbuckley@pacificu.edu

Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

In order to serve as a site representative, all individuals are required to submit their information via the link sent out by NCAA staff or email CJ Sowards, csowards@ncaa.org, and participate in the mandatory site representative training for the specific sport. All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution or for a specific sport should note this when submitting their information in the database. (See Conflict of Interest below.)

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

Section 3•2 Conflict of Interest

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•3 Neutrality

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

Section 3•4 Evaluations

TOURNAMENT SITE EVALUATION

In addition to the immediate feedback requested via the observation portal outlined in the previous section, we ask that each site representative also provide feedback on the championship site at which they served. NCAA staff will send a link to complete this evaluation following the championship.

CHAMPIONSHIP SITE EVALUATION

We also will have the tournament directors complete an evaluation. It will be sent to the tournament directors as an electronic link after the championship game.

Section 4 • Important Dates

DIVISION III FOOTBALL IMPORTANT DATES

Potential Site Representative and Host Meeting	Wednesday, Nov. 11, at noon Eastern time
Notification of Selection of Site Representative	Sunday, Nov. 15, 22, 29; Dec. 6 and 13
Site Representative Arrival Date at Site	Friday, Nov. 20, 27; Dec. 4, 11 and 18

Section 5 • Responsibilities

Section 5•1 Team Championships

NO LATER THAN MONDAY BEFORE COMPETITION

- Contact tournament director:
  - Confirm time for call with teams and host (date and time).
  - Confirm hotel accommodations for team(s), officials and site representative, 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 and officials meeting.
  - Security/safety plan.
  - Ensure host medical staff are prepared to be at practices and game(s).
  - Discuss locations of:
    - Media/interview areas.
    - Training room area.
    - Videotaping and photography areas.
- Lead call with host and teams (see **Appendix B**).

NO LATER THAN WEDNESDAY BEFORE COMPETITION

- Check with host on the following shipments:
  - NCAA signage.
  - Game balls Wilson only - F1002 (GST Red), F1003 (GST Tan), F10053 (Omega), F10060 (NFL Cut) and F10094 (GRT).
  - Merchandise from Event1.
  - Participant medallions.
- Review drug-testing policies and procedures if your site is chosen.

NO LATER THAN THURSDAY BEFORE COMPETITION

- Check with tournament director to determine if he/she has questions.
- Check with visiting teams' administrators to be sure they are set and have no issues with travel. Remind them of the administrative meeting.

DAY OF PRACTICE - FRIDAY

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament director to discuss the following:
  - Entrances – public, teams, officials, staff.
  - Ticket locations.
  - Credentials/players – pass list.
  - Communication (radios), if necessary.
  - 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).
  - Scorer's table, if applicable.
  - 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 signage must be removed or covered.
  - Scoreboard – advertising covered or removed.
  - Test all electronic equipment.
  - Videotaping/photography areas.
  - Scouting seats, if applicable.
  - 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.
  - Merchandise and programs (if applicable) available.
  - Review parking.
  - Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.
  - Determine method for distribution of participant medallions (i.e., on field or in locker rooms).
  - Confirm SID is prepared to report results at conclusion of competition.
  - Review script with communications representative/PA announcer.
- Lead administrative meeting:
  - Review NCAA administrative policies.

DAY OF COMPETITION

Arrive at site three (3) hours before start of game. Remain available to monitor and supervise all aspects of the championship as indicated in the site representative and host operations manuals.

- Perform a facility walk-through and review:
  - Signage is properly displayed and advertisements are covered.
  - Press box/scorer's table/coaches booth are set and ready, if applicable.
  - Check visiting locker room(s) for cleanliness and properly stocked with paper items.
  - Ensure that sales locations for merchandise and programs (if applicable) are prepared.
  - Check for inappropriate noisemakers.
  - Test all electronic equipment.
- Greet officials and visiting team(s) as they arrive.
- Check squad sizes and bench limits (58 and 78).
- Collect starting lineup forms 15 minutes before start of game and provide it to PA, if applicable.

During Game

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

Halftime

- Be sure that officials and teams are securely ushered on and off the field.
- Check at scorer's table (if applicable) and press box to be sure everything is running smoothly.
- Be near when both teams come back out from halftime to ensure there are no issues.
- Perform a recount of bench-limit size.

BEFORE THE END OF GAME

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

END OF GAME

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

BEFORE LEAVING SITE

- Obtain a final copy of stats sheets and remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of, and remind him/her to complete surveys.
- Call/email NCAA national office with quick report.

WITHIN 48 HOURS AFTER GAME

- Complete all requested evaluations.
- Complete misconduct report, if applicable.
- Submit Statement of Expense Form to NCAA (see **Appendix F**).

Section 6 • Travel, Lodging and Expense Reimbursement

Section 6•1 Travel

All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage for up to 1000 miles roundtrip.

Section 6•2 Lodging

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

Section 6•3 Expense Reimbursement

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

Once competition has been completed, please complete the on-line (TES) expense reimbursement form that will be sent to you after the conclusion of your trip via email within 30 days of receipt of the expense form for reimbursement. (See **Appendix F**.)

Section 6•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

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

STM DRIVEN

Phone Number	844-814-3939
Email	**ncaachamps@stmdriven.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

An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

Section 7•2 Misconduct Statement

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

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

Section 7•3 Use of Tobacco Products

[Reference: Bylaw 11.1.5 in the NCAA Divisions I,II and III Manuals, Bylaw 17.1.8 in the NCAA Division I Manual, Bylaw 17.1.9 in the NCAA Division II Manual and Bylaw 17.6.3 in the NCAA Division III Manual.]

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Section 7•4 Drug Testing Statement

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

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

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

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

FREQUENTLY ASKED QUESTIONS FOR COACHES

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

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

A. Check with the tournament manager, drug-testing site coordinator or the NCAA championship staff member for specific location.

Q. How long does drug testing take?

A. The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arrival at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.

Q. What is an institutional representative?

A. 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 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 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. 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 7•5 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 representatives in case of inclement weather during the championship. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff.

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

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

Appendixes

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Appendix A • FAQ

Q. Officials have asked me how they will receive their payment and when they should expect it since the host no longer pays them?

A. All officials are paid directly by the NCAA through RefQuest. There is not a set timetable for payment, thus all inquiries should be directed to the championship administrator.

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 he/she needs to obtain security in the section where the fight has broken 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 resolution. All of these facts should be written down and sent to the championship administrator via email. If the situation is severe, please immediately call the championship administrator to inform him/her of what has occurred.

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

A. Work with the host to try to get the team its full allotment of practice time, if at all 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 host operations manual on who serves on this committee). Once it is determined that the game should be delayed, you should notify the NCAA championship administrator of the situation. You should be prepared to give the championship administrator the games committee's recommendations as to further delays or moving the contest.

Appendix B • Teleconference Agenda with Teams and Host

NCAA DIVISION III FOOTBALL CHAMPIONSHIP COMPETING TEAMS CONFERENCE CALL CHECKLIST

This is a checklist for videoconference calls between the two competing teams' director of athletics, coaches and sports information directors, and NCAA national office and football committee representatives.

1. Date and time.
2. Wilson footballs. Footballs must be given to officials during the pregame meeting. Each team will be sent 12 footballs from Wilson to use throughout the playoffs.
3. Officials will be assigned by a Division III football conference and the Division III Football Committee. If possible, officials who have not officiated either team during the regular season will be assigned.
4. Uniforms and equipment must conform to NCAA rules. Visiting team will be in white or light-colored uniforms.
5. Sports information directors' arrival at game site.
6. Agreement and explanation on the exchange of game images (video, etc.). All exchange videos will be complete videos (wide and tight views required during the playoffs). Coaches involved shall follow specific film exchange guidelines. All exchanges will include roster and play-by-play.
7. Filming/video of game. Determine the number of camera operators from each institution and make other arrangements if the institution decides not to include a camera operator among its official party.
8. Will institutions bring their bands for halftime performance? Confirm seating location.
9. If requested, host should assist visiting team with lodging recommendations.
10. Arranging for transportation to and from practice and game (at the expense of the team).
11. Establishing practice schedule and coordinating with scheduled activities sponsored by the sponsoring agency or host institution.
12. Press box arrangements (field phones, space for coaches, duplicating machines, etc.). Reminder that press box is a working facility for authorized, credentialed personnel.
13. Medical service and assistance available.
14. Arrangements for VIPs and name of official institutional representative at game.
15. Note that the prechampionship manual states no complimentary tickets will be issued. Children under 2 years of age may be admitted free if they do not occupy a seat. Review arrangements and number of tickets available for competing teams. Seating is recommended on both sides of the field.
16. Review potential crowd size and attendance figures.
17. Remind teams that expense forms must be submitted online to the NCAA within 30 days following competition.
18. No television under any circumstances without approval from the NCAA office.
19. Radio rights are established and can be confirmed by calling the NCAA national office. Find out if either team has radio station covering the game. The host institution is responsible for ensuring that radio space is available in the press box.
20. Arrange for any promotional request by the game management, such as coaches on radio, television, etc.
21. Explain squad size (58), travel party limitation (68), maximum bench size (108), per diem ($160/per), etc.
22. Check for previous disqualifications (ejections).
23. Warmup area.
24. Review extra periods procedures (refer to Rule 3, Section 1, Article 3 of the Football Rules and Interpretations).

25. Review tentative transportation plans (plane, charter, etc.).
26. Press party and/or special activities for teams (time, site, etc.).
27. Host institution is responsible for paying officials' and committee representatives' hotel room and tax only.
28. Field telephones. Each team will be required to provide its own field phones and making sure they are in good working order.
29. Security provisions/crowd control/communication among game management personnel.
30. Team area from 20-yard line to 20-yard line.
31. Time and site of pregame meeting.
32. Telephone numbers of athletics directors, sports information directors and press box.
33. Email site map to NCAA representative.
34. Ensure that adequate media workroom and media interview areas are available. Please refer to the preliminary rounds' operations manual.
35. Schedule Saturday morning meeting for officials, clock operator and other appropriate game personnel.
36. Host institutions or sponsoring agencies are encouraged to extend the utmost courtesy to the competing teams.
37. Establish and distribute a contact list for local representatives (director of athletics, sports information director, NCAA representative, press-box phone number, trainer, etc.).
38. Sideline video review arrangements, if host chooses to offer it.
39. Coach-to-player communication, if either team chooses to use it.

Appendix C • Administrative Meeting Agenda

NCAA DIVISION III FOOTBALL CHAMPIONSHIP PREGAME MEETING CHECKLIST

1. Introductions.
2. Welcome participants.
3. Thank host institution.
4. Review games committee responsibilities.
5. Review of disqualification (misconduct) policy (NCAA Bylaw 31.1.8).
    a. Read disqualification statement.
6. Eligibility lists.
    a. Squad size (58 uniformed student-athletes). Check for previous disqualifications.
    b. Official traveling party (68).
    c. Expense form.
    d. Bench passes (maximum of 50 bench passes per institution (25 student-athletes, 25 support staff); coaches in the press box are not counted toward the 50 passes).
7. Officials.
    a. Transportation to stadium.
    b. Arrival time at stadium.
    c. Security arrangements.
    d. Meeting times with chain gang, timer and ball personnel.
    e. Review proper uniform and equipment rules.
8. Review pregame schedule.
    a. Warmup areas.
    b. Officials' meeting.
    c. National anthem.
    d. Officials' notification to teams in locker rooms.
    e. Captains on field.
    f. Coin toss – actual.
    g. Introduction of student-athletes.
    h. Kickoff time – noon local time for all preliminary-round games.
9. Halftime schedule.
    a. Review halftime intermission policy.
    b. Bands and other activities.
    c. Officials' notification to teams in locker rooms.
10. Teams are responsible for providing their own field phones and headsets.
11. Review of game footballs. Each team will receive 12 footballs to use throughout the playoffs.

12. Confirm uniforms.
13. Filming arrangements and video exchange.
14. Participant awards will be provided to nonadvancing team after the game.
15. Proper crowd control must be in place at all times. Security for visiting teams is a priority. Artificial noisemakers are not allowed.
16. Merchandising products.
17. Band shall not be allowed to play after the ball has been declared ready for play by the referee.
18. Review extra periods procedures (refer to Rule 3, Section 1, Article 3 of the 2023 Football Rules and Interpretations).
19. Media arrangements.
    a. Postgame interviews (review location and procedure).
    b. Ten-minute cooling-off period.
    c. Winning team will go second.
    d. Press box seating. The press box is for authorized, credentialed, working personnel.
20. No commercial logos.
21. Questions for officials.
22. Drug testing protocol (read drug-testing statement).
23. Timing issues. Individual working as game timer must be experienced. All officials must ensure proper timing procedures.
24. Miscellaneous.
25. Conference call on Monday for advancing team.

Appendix D • Travel Party Roster

_____ **First-Round Game**
_____ **Second-Round Game**
_____ **Third-Round Game**
_____ **Quarterfinal Game**
_____ **Semifinal Game**
_____ **Championship Game**

This form must be submitted to the NCAA game representative at the mandatory coaches meeting.

Institution: _____ **Date:** _____

Head Coach: _____

Please list below the **58** players that you are designating for this competition. Changes may be made in this roster up until 10 minutes before competition commences. The same players need not be designated for subsequent rounds of competition.

Targeting – Ineligible to participate in 1st half	*Name	No.	Targeting – Ineligible to participate in 1st half	*Name	No.

Team Roster
Page No. 2

_____

Targeting – Ineligible to participate in 1st half	*Name	No.	Targeting – Ineligible to participate in 1st half	*Name	No.

If you check the box for "targeting in 2nd half of previous game," it identifies that player cannot participate in the first half of this competition.

Please list below the individuals who will be accompanying one of the **50** bench passes. Maximum of 25 student-athletes and maximum of 25 non student-ahtletes.

	Name		Name
* 1.		26.	
* 2.		27.	
* 3.		28.	
* 4.		29.	
* 5.		30.	
* 6.		31.	
* 7.		32.	
* 8.		33.	
* 9.		34.	
* 10.		35.	
11.		36.	
12.		37.	
13.		38.	
14.		39.	

15.		40.	
16.		41.	
17.		42.	
18.		43.	
19.		44.	
20.		45.	
21.		46.	
22.		47.	
23.		48.	
24.		49.	
25.		50.	

*Travel party of 68 to be reimbursed.

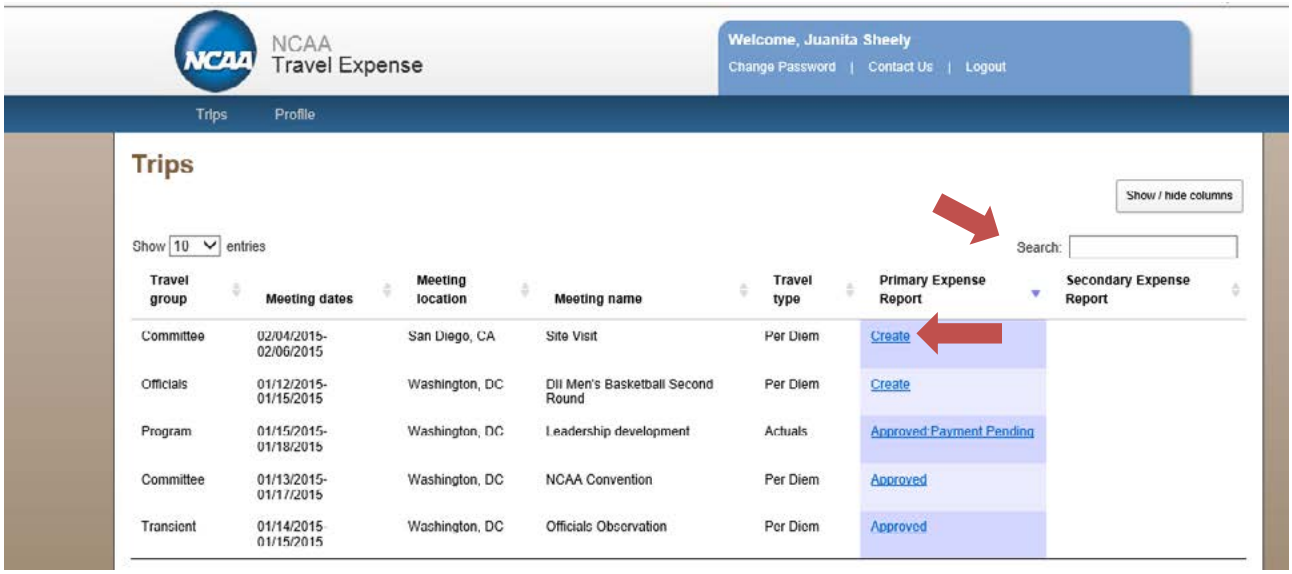
Appendix E • Travel Expense System – Traveler User Guide

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.



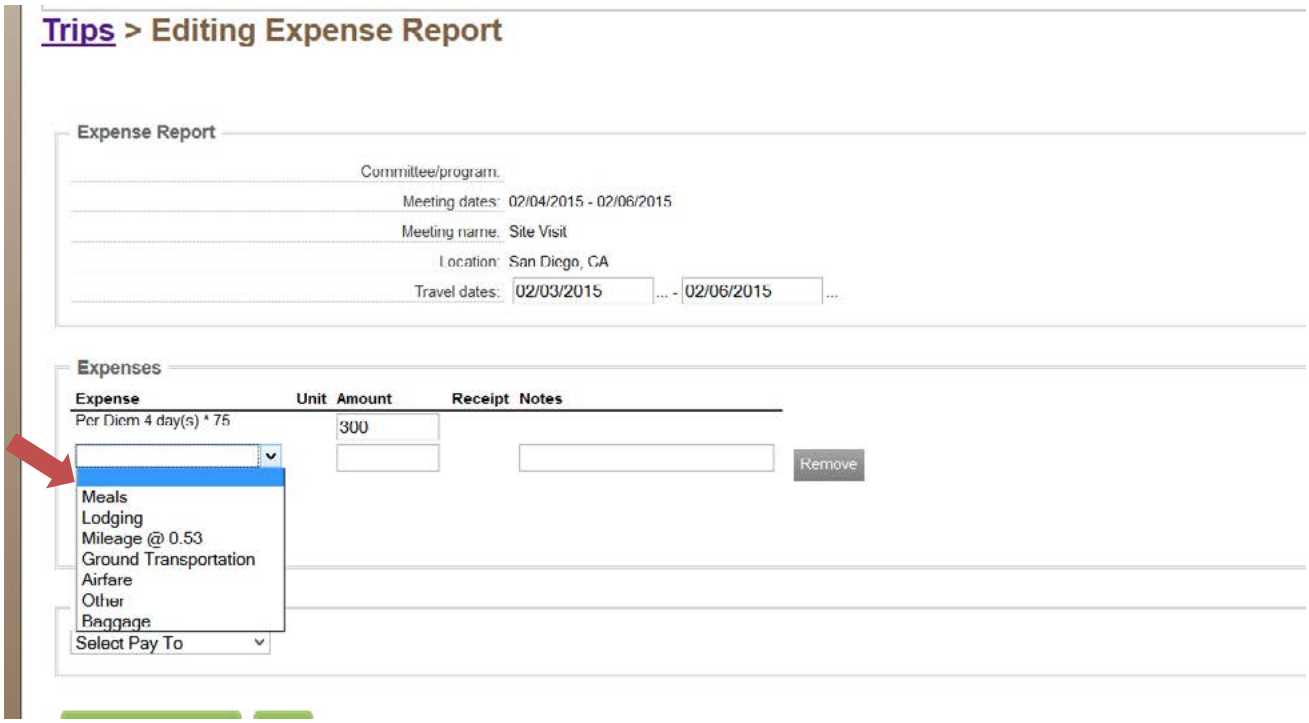
5. First enter your travel dates. You can type the dates in or use the calendar icons to select them.

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.

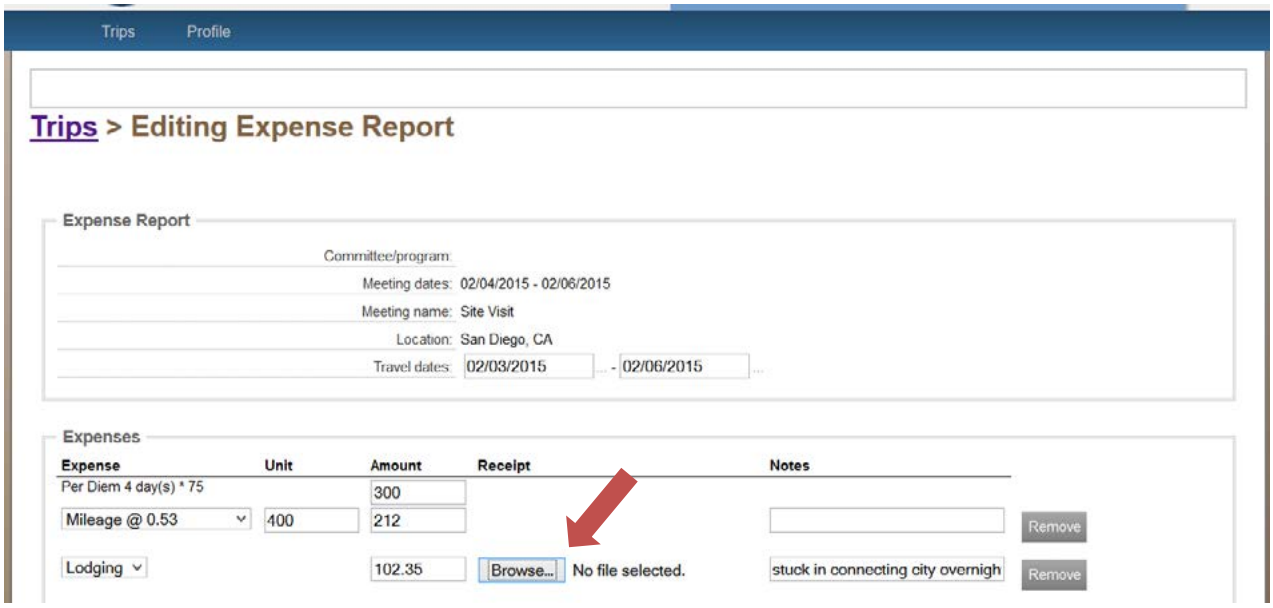


7. If you have other expenses to claim, click the Select to Add Expense drop-down menu, and choose the expense type from the drop down menu. Note, if per diem is paid, the NCAA does not reimburse items such as meals, parking, lodging, ground transportation, tolls, etc., except in extraordinary circumstances.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

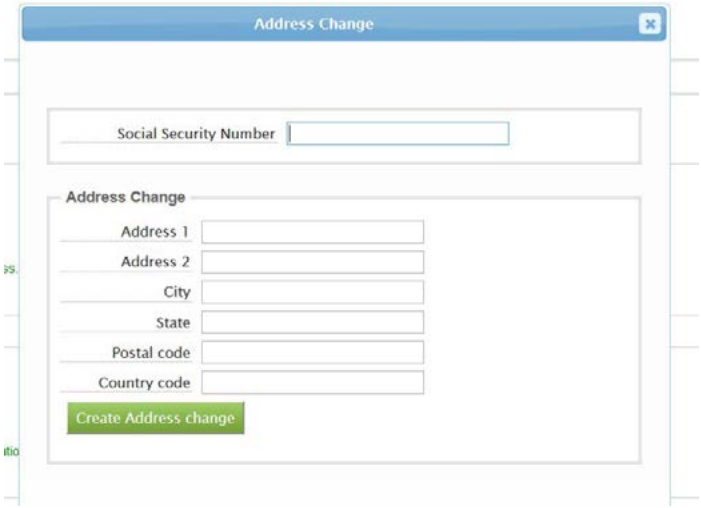


9. Once all expenses are entered, choose who payment should be made to. You can choose yourself, or your institution, conference or business.

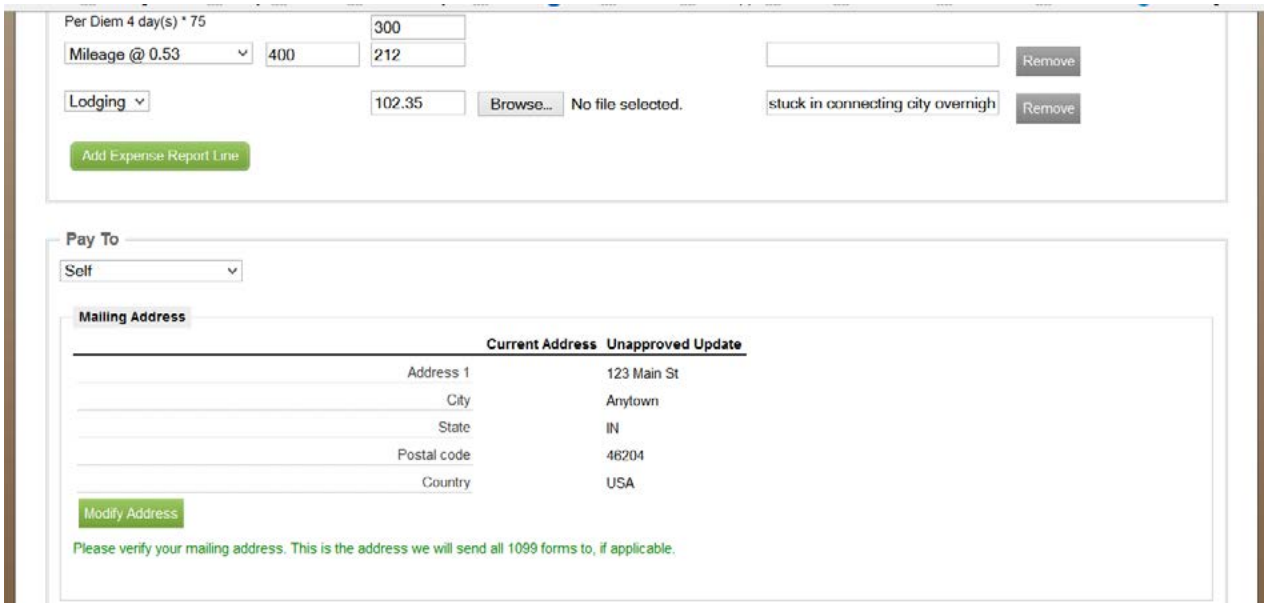
   To choose yourself, select Self from the drop-down menu. If the system does not have a record of paying you previously, you will need to add your address by clicking the Add Address button.



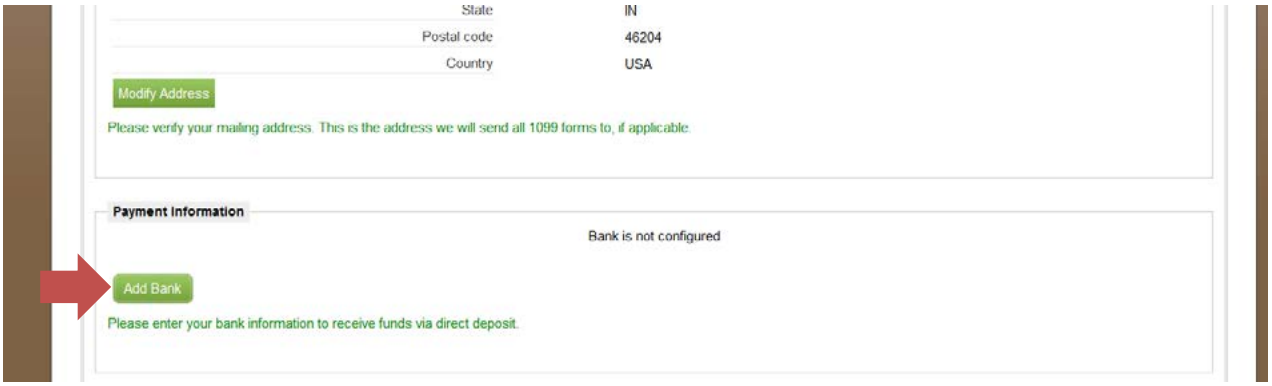
10. On the address screen, enter your Social Security Number and current mailing address in the fields provided. When complete, click Create Address change to be taken back to the expense entry screen.

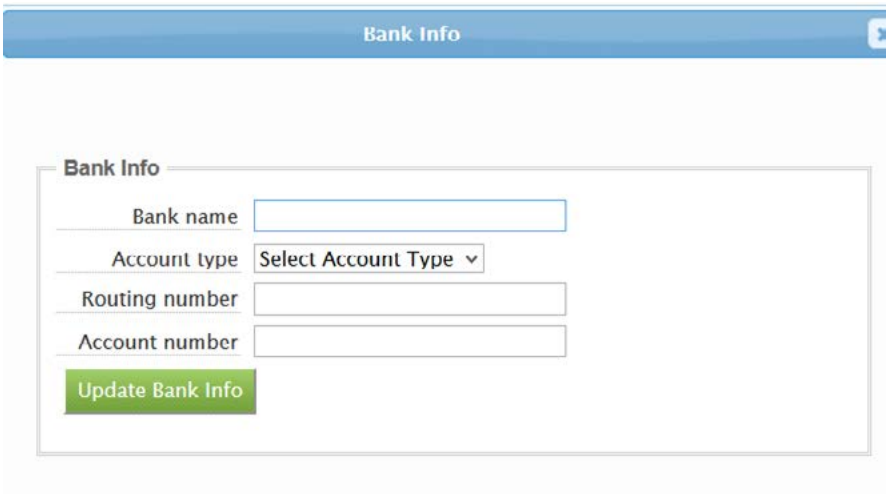


If the system indicates you have been paid by the NCAA previously, the address we currently have on file for you will be shown. Please be sure that address is correct or enter any changes by clicking Modify Address.

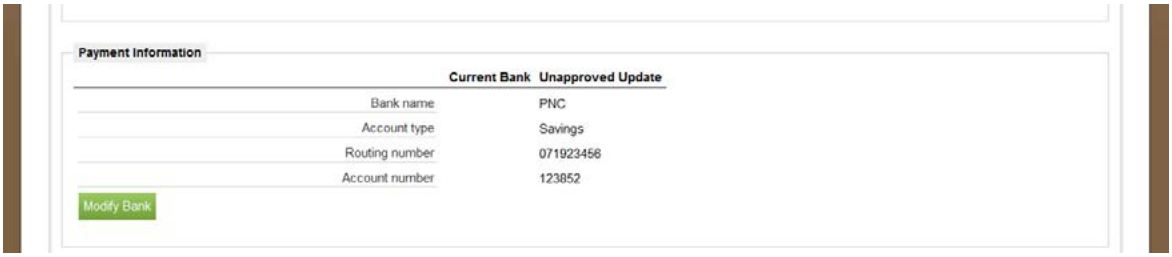


11. Finally, if the payment is being made to you, we will need your bank information in order to pay you by electronic funds transfer, or direct deposit. As with your address, if the system does not have your information on file, you will need to click Add Bank and complete the required fields. Once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



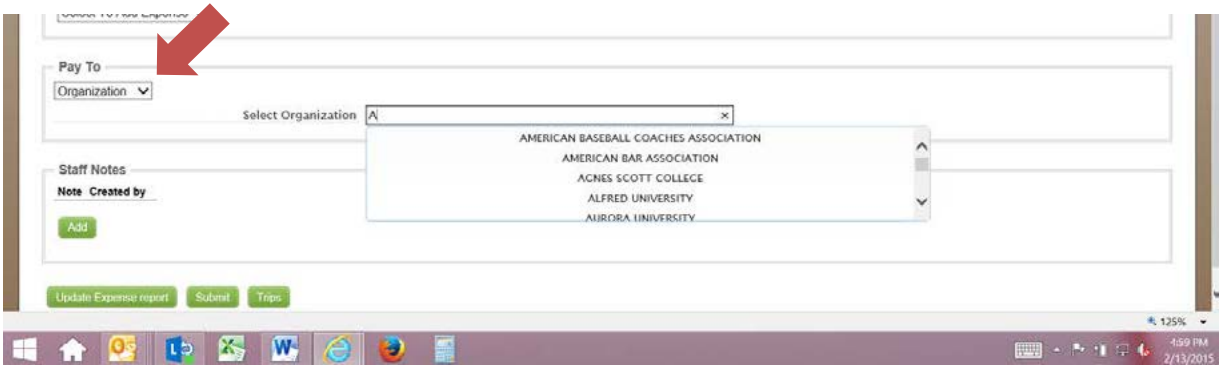


If the system indicates you have been paid by the NCAA previously, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking Modify Bank.



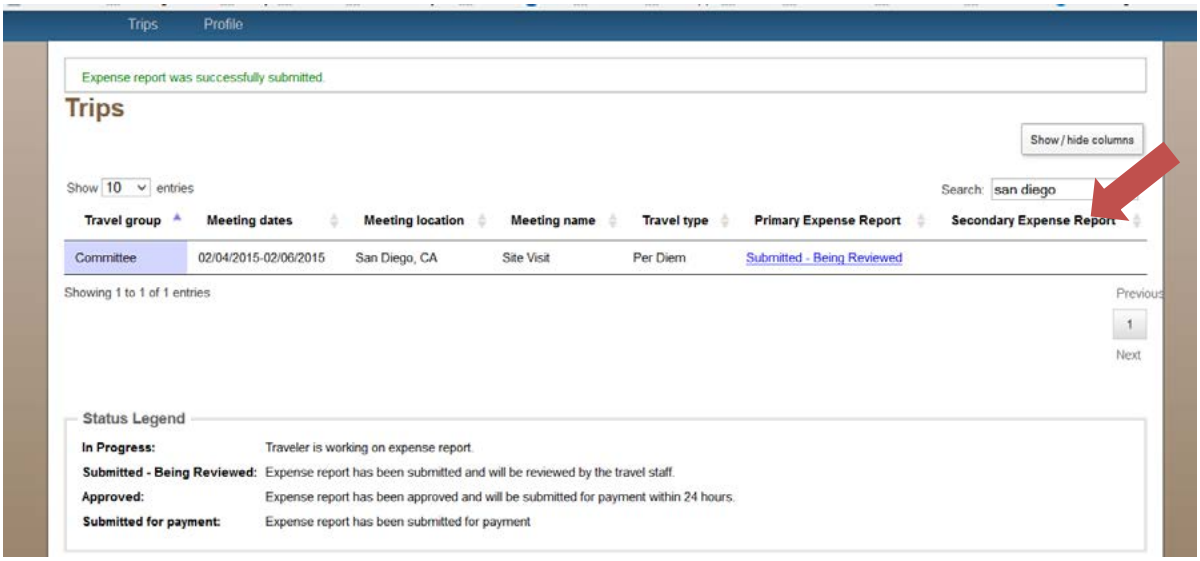
12. Once all expense, address and bank information is complete, click Submit to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.

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 F • Email Template for Site Representatives

NCAA Division III Football
Site Representative E-mail Templates
Sunday Evening to Participating Teams

Name of Home and Visiting Teams Coach and AD:

Congratulations on your selection to participate in /advancement to the next round of the Division III Football Championship.

I will be serving as your ROUND NCAA Site Representative. I look forward to working with all of you.

There are a few items needing everyone's immediate attention.

1. Coaches Names: Please make sure, as you probably have already done, that the video exchange of the past three games has occurred.

2. Host Athletics Director: please assist Traveling Team in any travel needs they may have in preparation for the coming weekend. It is very helpful to send a campus map & specific instructions regarding locker rooms, parking, etc. to both Visiting Coach and AD, if you have not done so already.

3. I have attached both institutions contact information, which you should have received from the NCAA or will shortly. It is very helpful if the sports information directors & athletic trainers touch bases with each other **early** in the week if not today.

4. **MONDAY CONFERENCE CALL**
    a. I have attached a copy of the agenda items for the Monday conference call.
    b. TIME: **TIME** (If this does not work, please let me know as soon as possible)

    VIDEOCONERENCE LINK:
    ACCESS CODE:

    ***If you choose to host a video conference, NCAA does not have group access so please set up your site call using your Microsoft or Zoom account.**

The NCAA likes to have the following individuals from both institutions on the conference call: Athletic Director, Head Coach, Sports Information Director and Athletic Trainer.

If anyone has difficulties with the numbers, please call my cell. CELL NUMBER

My contact information is below and please don't hesitate to contact me at any time.

Again, congratulations & we look forward to working with all of you!

SIGNED

All Rounds- Mid-week

Good Morning:

I trust all is going well with preparations for Saturday's game.

A couple of Reminders:

1. Friday Pregame Meeting: (INSERT TIME)

2. As a reminder practice times are as follows:
   (INSERT TEAM NAME AND TIME)
   (INSERT TEAM NAME AND TIME)

3. INSERT VISITING TEAM COACH NAME: I am assuming you are all set for travel. If you have an itinerary, and can pass one on at your earliest convenience that would be helpful to have.

3. I spoke with (INSERT HEAD REFEREE'S NAME) and all travel arrangements are set for him and his crew on Friday. He is aware of the meeting time and place, and the crew will be in attendance.

4. (INSERT COACHES' NAMES): Please be sure to bring game footballs & roster to the Pregame Meeting on Friday night.

(INSERT HOST TOURNAMENT DIRECTOR'S NAME): I am planning to arrive at (INSERT NAME OF INSTITUTION) at (TIME) so I am present during (INSERT HOME TEAM'S NAME)'s practice, and will be around the rest of the day and for (INSERT TRAVELINGN TEAM NAME)'s arrival to campus and their practice.

I will give you a call when I get to campus. If you, or one of your staff, can meet me and show me around, that would be great.

The forecast looks (INSERT WEATHER INFO)
Looking forward to seeing everyone on Friday! Please let me know if there are any questions or concerns.

(INSERT YOUR NAME)
(INSERT CELL PHONE NUMBER)

Appendix G • Lightning and Weather Guidelines



BEST PRACTICES – WEATHER

- The Event Action Plan should identify potential weather risks, establish precautions and identify procedures for response. This includes evacuation, sheltering in place, re-entry, and cancelation or postponement.
    - Develop trigger points and preplanned responses for sport and venue, allowing for appropriate and timely action.
    - Identify decision authority based on event.
    - Make sure warnings are time-driven and not triggered only by a certain radius. Ensure warnings are designed to give decision-makers enough time to decide the plan and fans to react.
        - *For example, if storms are moving fast, triggering an alert at 12 miles might not provide enough time to enact the plan.*
- Weather Monitoring.
    - Identify and be in communication with a designated person responsible for noting weather conditions during the championship event. Identifying severe weather with appropriate lead time greatly enhances the ability to execute response actions safely.
    - Identify information sharing and communications plan with the operational group.
    - Consider the use of weather resources such as enhanced weather monitoring software, National Weather Service (NWS), local meteorologists and host institution expert staff.
- Evacuation Planning.
    - Evacuation plan should be known, and staff must be prepared and informed.
    - Before each event, discuss and practice shelter-in-place/evacuation procedures.
    - Ensure messaging exists for venue visible display, PA scripts and staff instructions.
- Severe Weather Shelter Locations.
    - DO include permanent structures that are fully enclosed.
    - DO NOT include dugouts, refreshment stands, open press boxes, rain shelters, golf shelters, and picnic shelters, even if they are properly grounded for structural safety.
    - Identify adjacent and alternative options to the venue. Consider the time needed for crowd movement as part of the decision model.

Acknowledgements: NCS4 Best Practices Guide, National Weather Service (NWS), National Oceanic and / Atmospheric Administration (NOAA)
Date Updated 03/31/2025

Weather Terminology	
ADVISORY	An advisory is issued when a hazardous weather event is occurring, imminent or likely. Advisories are for less serious conditions than warnings and cause significant inconvenience and if caution is not exercised, could lead to situations that may threaten life or property.
WATCH	A watch is used when the risk of a hazardous weather or has increased significantly, but its occurrence, location or timing is still uncertain. It is intended to provide enough lead time so those who need to set their plans in motion can do so. A watch means that hazardous weather is possible. People should have a plan of action in case a storm threatens, and they should listen for later information and possible warnings especially when planning travel or outdoor activities.
WARNING	A warning is issued when a hazardous weather or is occurring, imminent or likely. A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action.

Other Weather Issues	**Considerations**
Tornado, Severe Wind (Straight line, Gusts, Microbursts)	Prompted by tornado/severe wind watch/warning by the National Weather Service Like lightning, be sure to monitor and prepare for evacuations and have appropriate shelters available. It is important to consider structural tolerances within venue related to wind severity.
Winter Weather	Identify hazards within venue, traffic impacts, see cold weather.
Hot Weather	Consider extra medical treatment options (i.e., water, shade, cooling shelters). Consult NWS HeatRisk (noaa.gov)
Cold Weather	Consider extra medical treatment options (i.e. warming shelters). Consult National Oceanic and Atmospheric Administration wind chill chart
Environmental, Air Quality	Review appropriate thresholds and testing that could impact competition plans. Use Safeguards Committee reference sheet and NWS website airnow.gov as information sources for consideration

Lightning Safety - *Information is available on lightning safety and in the Sports Medicine Handbook*

- Yellow (Initial) - Within **30 miles.**
  - Prompt internal discussion and planning.
- Orange (Monitoring) - Within **12 miles**
  - Initiation, be prepared.
  - Options Messaging – Visual (Video Radar), PA, staff assignments.
- Red (Threat) Within **8 miles.**
  - Activities suspended.
  - Venue shall be cleared at this time.
  - Evacuation Messaging – Visual, PA, staff.
- Adjust radius to account for sport, venue, and timing.



Acknowledgements: NCS4 Best Practices Guide, National Weather Service (NWS), National Oceanic and / Atmospheric Administration (NOAA)
Date Updated 03/31/2025

BEST PRACTICES – WEATHER: LIGHTNING RESUMPTION

- ***UPDATE: Resuming play related specific to Lightning Only***
- Source/Endorsement: NOAA/NWS Outdoor Venue Lightning Safety Lightning Tool Kit

The Emergency/Event Action Plan should identify potential weather risks, establish precautions and identify procedures for response. This includes evacuation, sheltering in place, reentry, and cancelation or postponement.

- Develop trigger points and pre-planned responses for sport and venue, allowing for appropriate and timely action.
- Identify decision authority based on event.

If the venue is consulting with a professional meteorologist that is using real-time lightning cloud-to-cloud and cloud-to-ground data, the event may resume only if all the following conditions are met: ○ Lightning has moved beyond eight (8) miles of the venue. ○ The storm motion is taking the lightning activity away from the venue. ○ The threat of new lightning strikes within eight (8) miles of the venue has ended.
If the venue is not consulting with a professional meteorologist that is using real-time lightning data, the venue will wait 30 minutes after no observed thunder or lightning strikes.

- This provides an OPTION to resume competition in a shorter time span than currently practiced via the 30 minutes after last lightning strike guideline.
  - SAFETY remains paramount; there are no requirements to resume play before 30 minutes after the last strike. If there is any concern, choose time and distance to allow for a safe environment for athletes, coaches, officials, fans and staff.
  - This update shall NOT supersede any existing venue related policies for weather return to play.
  - Play resumption is a two-prong test:
    - Venue/host MUST consult with a professional meteorologist. The communication may be in person or via phone, but it MUST be with a pre-identified direct contact **AND**
    - Lightning has moved beyond eight (8) miles of the venue, the storm is taking the lightning activity away, and the threat of new lightning has ended.
  - The timing of return to competition is associated with field access, and discussions should include timelines associated with any groundskeeping, warmup, or other actions needed before actual competition resumes.

Acknowledgements: NCS4 Best Practices Guide, National Weather Service (NWS), National Oceanic and / Atmospheric Administration (NOAA)
Date Updated 03/31/2025