



2024 DIVISION II WOMEN'S
BASKETBALL
CHAMPIONSHIP

SITE REPRESENTATIVE
2023-24 MANUAL

Division II Women's Basketball

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Section 1 • Introduction

Section 1.1 Overview

Thank you for serving as an NCAA site representative at one of the regional sites of the NCAA Division II Women's Basketball Championship.

During the regional round of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division II Women's Basketball Committee. As such, NCAA site representatives are expected to conduct regional-round championship competition according to the policies and procedures outlined in this manual, the pre-championship manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials meeting before the start of regional-round competition.

In preparation for your role, please review and have on hand the following documents, which may be found on [ncaa.org](https://www.ncaa.org):

- [Pre-championship manual](#)
- [Host operations manual](#)

These documents, as well as the information found in this manual, are resources for you and should be your first reference when questions arise. Additionally, you should use the regional participant manual as a reference, which will be sent to you by the host tournament manager.

If you have any questions or concerns, please contact the NCAA staff or the chair of the Women's Basketball Committee.

On behalf of the NCAA and the Women's Basketball 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:

- Serve as a representative of the NCAA during championship competition.
- Conduct championship competition according to the policies and procedure outlined in the pre-championship manual and host operations manual.
- Conduct the administrative and officials meetings in conjunction with the championship.
- Conduct a pre-championship videoconference with teams, administrators and host.
- Serve as a resource for visiting teams and the tournament director.
- Complete an evaluation of the tournament site.
- 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 Committee Chair

NCAA STAFF

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DIVISION II WOMEN'S BASKETBALL COMMITTEE

ATLANTIC REGION

Allie De Witt
Senior Associate Commissioner/SWA
Mountain East Conference
Email: adewitt@mountaineast.org

CENTRAL REGION

Amy Anderson
Director of Student-Athlete Success/SWA
Arkansas Tech University
Email: aanderson41@atu.edu

EAST REGION

Jenepher Banker
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Head Women's Basketball Coach
Daemen University
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MIDWEST REGION

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SOUTH CENTRAL REGION

Josh Prock, chair
Head Women's Basketball Coach
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SOUTH REGION

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Head Women's Basketball Coach
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Email: syelton@uwf.edu

SOUTHEAST REGION

Randy Loggins
Deputy Director of Athletics
Converse University
Email: randy.loggins@converse.edu

WEST REGION

Danelle Bishop
Head Women's Basketball Coach
California State Polytechnic University, Pomona
Email: dmbishop@cpp.edu

Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

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 ask that site representatives dress professionally while avoiding any clothing that denotes institutional and/or conference affiliation.

Section 3•4 Evaluation

SITE REPRESENTATIVE FEEDBACK

In order to obtain immediate feedback on a championship site, we would ask that each site representative complete the survey that will be sent via email Tuesday, March 19.

Section 4 • Important Dates

Section 4•1 Important Dates

DIVISION II WOMEN'S BASKETBALL IMPORTANT DATES

Notification of Selection of Site Representative	March 10-11
Videoconference with all Regional Hosts	11 a.m. Eastern time, March 11
Teleconference with Officials Evaluator	8 p.m. local time, March 11
Videoconference with Site-Specific Host and Teams	Time TBD by site representative and host, March 11
Site Representative Arrival Date at Site	Two days before start of competition, March 13
Regional Competition	March 15, 16 and 18
Mandatory Post-Championship Survey Completed	48 hours after competition

Section 5 • Responsibilities

Section 5•1 Team Championships

SUNDAY AND MONDAY, MARCH 10 AND 11

- Contact tournament director:
 - Schedule time for call with teams and host. This call should be scheduled Monday after the 11 a.m. Eastern time regional host videoconference with the NCAA.
 - Confirm hotel accommodations for teams and officials, if needed.
 - Confirm your arrival time and hotel accommodations, if needed.
 - Confirm game times.
 - Discuss neutrality.
 - Discuss shipments to be received and equipment to be provided.
 - Game balls/ball rack.
 - NCAA signage.
 - Event 1 merchandise.
 - Participant medallions.
 - Regional team trophy.
 - Officials' patches.
 - Confirm date, time and location of administrative meeting.
 - Security/safety plan.
 - Ensure host medical staff are prepared to be at practices and game(s).
 - Discuss locations of:
 - Media interview area.
 - Training room area.
 - Videotaping location.
- Lead call with host and teams (see agenda in [Appendix B](#)). Work directly with the tournament director to identify a time (after the 11 a.m. Eastern time videoconference with the NCAA) and communicate to the participating teams as soon as possible. Remind host that the finalized participant manual must be sent to the teams before the call.
- Contact the officials evaluator for your region to confirm attendance at the officials meeting and travel logistics (*can be done sooner if individual is identified*).
 - The officials evaluator will lead a call with selected officials at 8 p.m. local time Monday. It is not mandatory for the site representative to be on this teleconference; however, it may be helpful. The agenda is included in [Appendix D](#).

TUESDAY, MARCH 12

- Continue to communicate with tournament director to see if they are set or have questions.
- Check with visiting teams' administrators to confirm they are set and have no issues with travel. Remind them of the administrative meeting.

WEDNESDAY, MARCH 13

- Arrive on-site.
- Check with host on the following shipments:
 - NCAA signage.
 - Game balls/ball rack.
 - Merchandise from Event 1.
- Review drug-testing policies and procedures if your site is chosen.

THURSDAY, MARCH 14

- Arrive at competition venue at least one hour before first practice and supervise/be present for all practices.
- Meet with tournament director to discuss:
 - Entrances – public, teams, officials, staff.
 - Ticket locations.
 - Credentials.
 - Communication (radios), if necessary.
 - Crowd control.
 - Review pregame schedule.
 - Check to be sure equipment is ready.
 - Expected media.
 - Band/cheerleaders/mascot procedures, if applicable.
 - Personnel are in place.
 - Security plan.
 - Inclement weather, if applicable.
- Perform a facility walk-through and review:
 - Press box.
 - Team bench area(s).
 - Scorer's table.
 - Floor for proper markings.
 - Media area.
 - Locker rooms (teams and officials) and security.
 - Merchandise sales area.
 - Overall look and treatment of facility.
 - Signage – all commercial signage must be removed or covered.
 - Scoreboard – advertising covered or removed.
 - Test all electronic equipment.
 - Videotape location.
 - Scouting seats.
 - Training room.
 - Evaluator location.
 - Nonparticipant seating.
- Miscellaneous:
 - Make sure athletic trainer is available at all practices.
 - Make sure NCAA logo rule is observed.
 - Game balls should be used during practice to scuff them up.
 - Equipment for both teams checked.
 - Merchandise available.
 - Review parking.
 - Review administrative meeting agenda with tournament director. Make sure copies are distributed before the meeting.
 - Confirm sports information director is prepared to report results at conclusion of competition.
- Lead administrative meeting:
 - Review NCAA administrative policies.
- Check in with the officials' evaluator and attend officials meeting, if available.

DAY(S) OF COMPETITION

Arrive at site two hours before start of game. Remain available to monitor and supervise all aspects of the championship.

- Perform a facility walk-through and review:
 - Signage is properly displayed and advertisements are covered.
 - Scorer's table is set and ready.
 - Ensure video review equipment is set up.
 - Ensure visiting locker room(s) is clean and properly stocked with paper items.
 - Ensure that merchandise is prepared and ready to sell.
 - Ensure that digital program fliers are posted throughout the facility.
 - Check for inappropriate noisemakers.
 - Test all electronic equipment, including the Hudl streaming connection (Appendix F).
- Greet officials and visiting teams as they arrive.
- Check squad sizes (15) and bench limits (23).

During Game

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

Halftime

- Be sure that officials and teams are securely ushered off and on the court.
- Check at scorer's table 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 the court.
- Observe players and coaches shaking hands and leaving court.
- If a misconduct occurs, please contact Karen Kirsch (317-966-6438; kkirsch@ncaa.org) directly.
- If possible, attend media interviews and be sure cooling-off period is observed.
- If applicable, check in with drug testing to see that there are no issues.
- Stop by the locker room of the non-advancing team and thank head coach and team for being part of the championship.
- Communicate with regional officials evaluator to determine advancing officials. The regional officials evaluator will be responsible for contacting each official to communicate if they are advancing to the next round.

BEFORE LEAVING SITE

- Remind sports information director to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of, and remind them to complete survey, which will be sent Tuesday, March 19.

WITHIN 48 HOURS AFTER GAME

- Complete all requested evaluations.
- Submit expenses online. A link will be sent from the NCAA via email Tuesday, March 19.

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 (67 cents per mile round trip; rate subject to change) for up to 500 miles to the host site.

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, an expense link will be sent directly to you via email.

Section 6•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/championships-travel-information

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 from the time the championship field is announced through the end of the championship 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 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 their 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 court.

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 before 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 not later than noon local time, the next day, at the original testing site.
 - 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.

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 is paying them.**
- A.** All officials are paid directly by the NCAA through a system called RQ Pay. There is not a set timetable for payment, thus all inquiries should be directed to the championship manager.
- Q. A fight broke out in the stands between the home team and the visitors. 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 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 thrown out of the game, and resolution. All of these facts should be written down and provided to your championship manager via email. If the situation is severe, please immediately call your championship manager to let them know what has occurred.
- Q. A team has arrived late for its practice due to travel delays. 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.

Appendix B • Teleconference Agenda with Teams and Host



A G E N D A

National Collegiate Athletic Association
2024 Division II Women's Basketball Regional Participants

Videoconference

March 11, 2024

1. Congratulations and welcome.
2. Introductions.
3. Travel.
 - a. Confirm drives and flights.
 - b. Confirm arrival time of each institution.
 - c. Confirm hotel assignments and contact information to each institution.
 - (1) Notification of deadline for rooming list to each hotel.
 - (2) Each institution is required to stay at the hotel they are assigned unless they are financially released from the hotel from any obligation to the host institution.
4. Review Thursday practice times.
5. Review Friday game times.
6. Video review.
7. Review parking information. (Host)
8. Confirm ticket request and cover procedures. (Host)
9. Cover uniform color. (Each team must bring light and dark uniforms to the tournament.)
10. Credential information – 20 per team for travel party. Squad size – 15 players plus five non-athletes for a travel party total of 20. Bench size – 23 individuals total.
11. Host sports information director and media overview.
12. Host athletic trainer and medical overview.
 - a. Determine if each team will travel with a certified athletic trainer.
 - b. Hours of training room.
 - c. Contact information.

DIVISION II WOMEN'S BASKETBALL

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Regional Participant Videoconference Agenda
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13. Cheerleaders/bands.
14. Tape exchange.
 - TEAMS ARE RESPONSIBLE FOR UPLOADING A COPY OF THEIR MOST RECENT CONTEST TO SYNERGY BY 5 P.M. EASTERN TIME, MONDAY, MARCH 11.
15. Review administrative meeting logistics.
16. Misconduct and Division II Code of Conduct.
17. Questions.
18. Adjournment.

Appendix C • Administrative Meeting Agenda



A G E N D A

National Collegiate Athletic Association
Division II Women's Basketball Regional Administrative Meeting

1. Introductions.
2. Schedule of events.
 - a. Practice schedule.
 - b. Uniform colors, logo policy.
 - c. Locker room assignments.
 - d. Bench assignments.
3. Credentials.
4. Pregame timing sheets.
5. Media and postgame interview policy.
6. Participant medallions.
7. Videotape process.
8. Video review.
9. Scouting seats.
10. Drug-testing statement.
11. Misconduct statement.
12. Questions.
13. Adjournment.

Appendix D • Officials Teleconference Agenda



A G E N D A

National Collegiate Athletic Association
2024 NCAA Division II Women's Basketball Championship
Regional Officials Teleconference

8 p.m. local time

March 11, 2024

Dial-in: Provided by the NCAA – unique to each region

1. Welcome and roll call.
2. Confirm cellphone numbers.
3. Confirm each official knows if they are approved to fly or drive. If an official has been approved to fly, they are required to book their flight through Short's Travel Management on the assumption that they will be staying through the duration of the regional tournament. Should they not advance, they need to contact Short's to change their flight and notify the hotel.
4. The NCAA will provide one rental car per four officials, which will be direct billed to the NCAA. These rental cars will be assigned after all officials have reserved their flights. Any gas receipts can be submitted via RQPay.
5. Thursday night meeting location.
6. Advancement procedures. Be clear that they will be advancing through the regional based on their performance at the tournament. Notifications will be provided by the regional officials evaluator.
7. Video review will be used at all regional sites.
8. Assignments will be given at the officials meeting on-site.
9. Payments.
 - a. Will be handled directly by the NCAA national office via RQPay.
 - b. Payments will be submitted within two weeks after the completion of the regional.
10. Review the number of officials advancing to the Elite Eight from your region. Every region will advance a minimum of one official to the Women's Elite Eight. The national coordinator will select the final four officials advancing to the Women's Elite Eight. These final spots will be considered "at-large" berths.

Appendix E • 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.

Trips Profile

Welcome, Juanita Sheely
Change Password | Contact Us | Logout

Trips

Show / hide columns

Show 10 entries

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

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

Approvals > Approving Expense Report

Expense Report

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

Expenses

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

Select To Add Expense

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

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

Trips > Editing Expense Report

Expense Report

Committee/program:
 Meeting dates: 02/04/2015 - 02/06/2015
 Meeting name: Site Visit
 Location: San Diego, CA
 Travel dates: 02/03/2015 - 02/06/2015

Expenses

Expense	Unit	Amount	Receipt	Notes
Per Diem 4 day(s) * 75		300		

Select To Add Expense

- Meals
- Lodging
- Mileage @ 0.53
- Ground Transportation
- Airfare
- Other
- Baggage

Select Pay To

Remove

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

Trips > Editing Expense Report

Expense Report

Committee/program: _____

Meeting dates: 02/04/2015 - 02/06/2015

Meeting name: Site Visit

Location: San Diego, CA

Travel dates: 02/03/2015 - 02/06/2015

Expenses

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

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

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

Pay To

Self

Mailing Address

No tax address is configured

[Add Address](#)

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

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

Address Change

Social Security Number

Address Change

Address 1

Address 2

City

State

Postal code

Country code

Create Address change

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.

Per Diem 4 day(s) * 75

300

Mileage @ 0.53

400

212

Remove

Lodging

102.35

Browse...

No file selected.

stuck in connecting city overnight

Remove

Add Expense Report Line

Pay To

Self

Mailing Address

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

Modify Address

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

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

State IN
Postal code 46204
Country USA

[Modify Address](#)

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

Payment Information

Bank is not configured

[Add Bank](#)

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

Bank Info

Bank Info

Bank name

Account type

Routing number

Account number

[Update Bank Info](#)

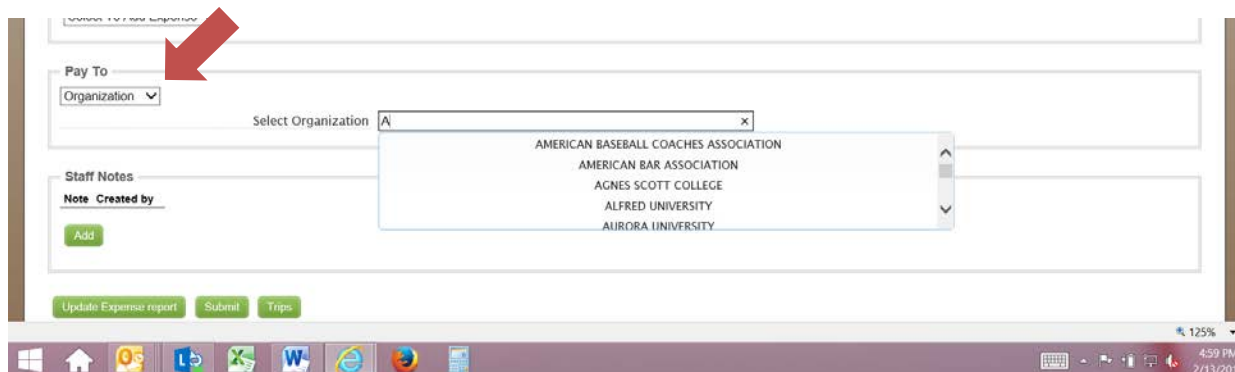
If the system indicates you have been paid by the NCAA previously, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking Modify Bank.

Payment Information

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

[Modify Bank](#)

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.



Pay To
Organization

Select Organization

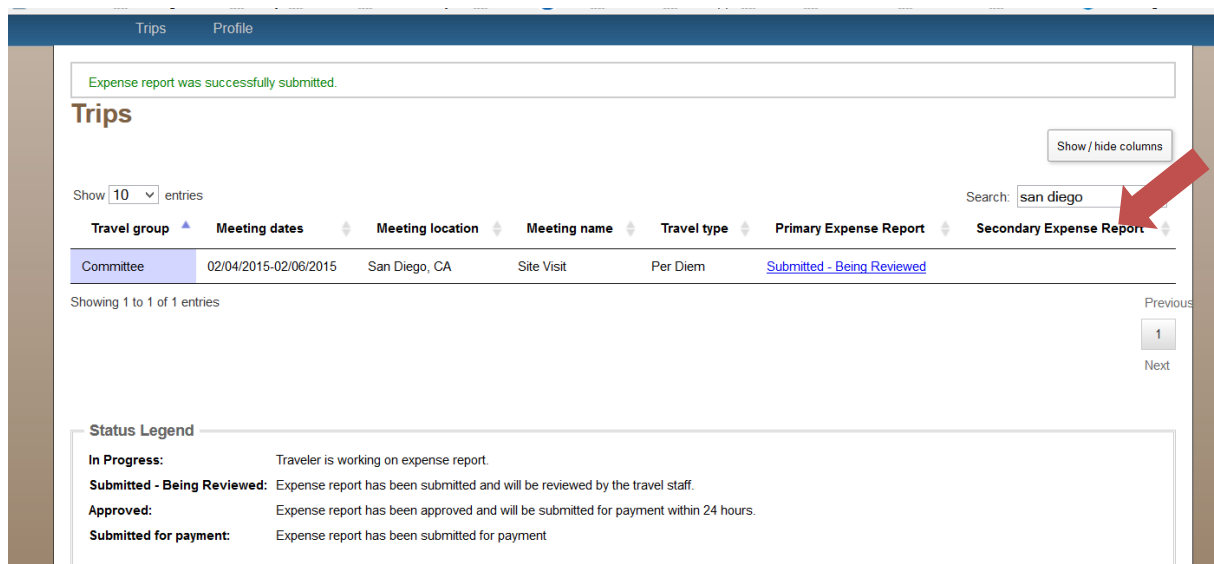
- AMERICAN BASEBALL COACHES ASSOCIATION
- AMERICAN BAR ASSOCIATION
- AGNES SCOTT COLLEGE
- ALFRED UNIVERSITY
- AURORA UNIVERSITY

Staff Notes
Note Created by
Add

Update Expense report Submit Trips

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.



Trips Profile

Expense report was successfully submitted.

Trips

Show / hide columns

Show 10 entries

Search: san diego

Travel group	Meeting dates	Meeting location	Meeting name	Travel type	Primary Expense Report	Secondary Expense Report
Committee	02/04/2015-02/06/2015	San Diego, CA	Site Visit	Per Diem	Submitted - Being Reviewed	

Showing 1 to 1 of 1 entries

Previous 1 Next

Status Legend

- In Progress:** Traveler is working on expense report.
- Submitted - Being Reviewed:** Expense report has been submitted and will be reviewed by the travel staff.
- Approved:** Expense report has been approved and will be submitted for payment within 24 hours.
- Submitted for payment:** Expense report has been submitted for payment.

If you have trouble using the system, please contact the travel department at travel@ncaa.org or 317-917-6757.

Appendix F • Host Site Streaming Guide



Division II Women's Basketball and Men's Basketball Host Site Streaming Guide

In accordance with the NCAA bid specifications, all institutions selected to host an NCAA championship round are required to produce and deliver video streamed coverage of all contests played at the site. For reference, the minimum production requirements are set forth below, and were communicated to you in the NCAA host bid portal. Please share these requirements with your video production team **as soon as possible**.

NCAA Digital has partnered with Hudl to utilize the Hudl platform to stream all eligible games from the Division II Women's Basketball and Men's Basketball Championships for the Winter 2024. This is a new partnership with different streaming requirements than in previous seasons. Click [here](#) to read the NCAA press release.

The NCAA will be working with Hudl and your video production team to transmit your streaming productions on the NCAA-branded Hudl platform. Please note: **Hudl will not be on site producing these NCAA events hosted by your institution. The video streaming production is an obligation of the host institution, and a requirement for hosting an NCAA championship event. Please direct all questions related to video streaming to David Kubota at Hudl (david.kubota@hudl.com; 317-902-8171). You may also direct streaming-related questions to Hudl LiveStreaming Support (support@hudl.com; 859-215-7979).**

Host Video Production Contact Information & Host Conference Call

- Please email David Kubota at Hudl (david.kubota@hudl.com), not later than **1:00 pm EST on the day after selections**, your institution's video production lead contact information, including name, email, and phone number.
- Hudl will conduct a mandatory conference call after selections on **Wednesday, March 13 at 1:00 pm EST** to discuss the host streaming operations and requirements. A link to the conference call will be emailed to each video production lead (at the email address you provide to David Kubota, per the above instructions).

Please ensure that your institution's video production lead (or his/her designee with knowledge of your institution's video production operations) attends the call.

Live Stream Distribution via Hudl

- NCAA.com will host a live stream of all games through the quarterfinals of the DII Women's and Men's Basketball Championship.
 - The semifinals and finals of the DII Women's Basketball Championship will continue to be carried on CBS Sports Network.
 - The semifinals and finals of the DII Men's Basketball Championship will continue to be carried on CBS Sports Network and CBS, respectively.

DIVISION II WOMEN'S BASKETBALL

- Hudl and NCAA Digital will also make available an OTT app – “NCAA Championships Pass” – for Apple TV, Roku, Fire TV, and Google TV, that will stream all games.
- Fans will be able to access the Division II basketball coverage for a subscription fee to be determined and communicated.
- All live distribution rights, ad inventory, and subscription revenue from this NCAA Championships product belong to NCAA Digital.
 - Qualified NCAA conference/institution television networks, Regional Sports Networks (RSNs) and local television stations may seek local TV broadcast rights by submitting a completed Television Broadcast Rights Request Form to Amy Skiles (askiles@ncaa.org) of the NCAA by the applicable deadline. **[CLICK HERE to download the Television Broadcast Rights Request Form \(i.e., Google Forms\).](#)** Additional information regarding requests for local TV broadcast rights will be provided to institutions participating in the NCAA championships via a broadcast syndication memo from Amy Skiles, Coordinator of Championships and Alliances, Broadcast Services (that memo will also be available online at www.ncaa.com/media-center/broadcast-services).
- NCAA/Hudl will provide certain NCAA member stakeholders (e.g., participating host SIDs, conference SIDs, team SIDs) with complimentary access, provided that the access codes are not shared and limited for use in connection with the recipient's responsibilities related to the Division II NCAA championship. Individuals granted complimentary access will receive further instructions about this via email.

Streaming Requirements

- **All games from host sites must be streamed live to Hudl (Blueframe)** for distribution as described above, and are subject to the below policies and requirements.
- **Production Subsidy.** For both championships, NCAA Digital is offering a production subsidy, provided the minimum production requirements are satisfied (as set forth more fully below):
 - \$2,500 per Division II Women's/Men's Basketball regional site
- **Minimum Requirements.** The following are minimum requirements that must be satisfied to receive the production subsidy (in whole or in part):
 - Two cameras
 - One announcer
 - Personnel must be able to deliver neutral audio play-by-play commentary (Host institutions may choose to use personnel who have announced the school's regular-season broadcasts, but those personnel must deliver a neutral commentary during the video stream).
 - Scorebug with live scoring and clock
- **Other Requirements.** The following are requirements that must be met in addition to the minimum requirements described above:
 - Game action must be visible when competition is in progress
 - NCAA public service announcements must be used during breaks if and as directed by the NCAA/WBD

- Every effort should be made to ensure that graphics are neutral and include only NCAA and NCAA participating institutions' marks. If a matchup features conference opponents, then the conference mark may be used
- **Additional Preferences.** The following are production features that are preferred, but not required:
 - Additional cameras (i.e., more than 2)
 - Replay capabilities
 - Color analyst
 - Use of NCAA Graphics (subject to NCAA Digital/Hudl making graphics available to host sites)
- **Subsidy Qualification & Distribution:**
 - Hosts that meet all the Minimum Requirements (i.e., described above under the heading "Minimum Requirements") will receive **100%** of the production subsidy.
 - Hosts that meet some (but not all) of the Minimum Requirements will receive **50%** of the production subsidy.
 - Hosts that do not meet any of the Minimum Requirements will receive **0%** of the production subsidy.

*The NCAA will remit any earned production subsidy directly to the host institution.

Streaming Operations

- All live streams will be scheduled by the Hudl team.
- Site hosts that are current Hudl platform users will be provided user privileges to stream events to the appropriate NCAA Division II Championships account on the Hudl platform (vCloud) within 1 business day after your institution's video production lead contact information is provided to David Kubota, per the instructions above.
 - If the site host uses Hudl's encoder (Production Truck), new user privileges will allow users to stream to the NCAA Championships Pass site and select it from the Site dropdown in the software.
 - If the site host uses Hudl's platform (vCloud) to stream through RTMP, new user privileges will allow RTMP information to be visible to stream to the NCAA Championships Pass site.
- Site hosts that are not current Hudl platform users will be provided account information to access RTMP information for their events, within 1 business day after your institution's video production lead contact information is provided to David Kubota, per the instructions above.
 - Access to the Hudl platform (vCloud) will result in RTMP information to be accessible to be input into your streaming encoder of choice.
- Site hosts are free to use any live stream encoder to stream their events, as long as it is compatible with the Hudl platform, which supports RTMP live streaming.

Other Production Matters

- **Pre/Postgame Shows.** Hosts institutions are permitted to produce and stream pre-game and/or post-game coverage in the Hudl/NCAA broadcast.
 - All sponsored content, such as presenting sponsors and sponsored segments, must be excluded from these shows.
 - Pre-game shows may begin no earlier than one hour before the commencement of the game, and their duration should not exceed one hour after the final play.
 - Schools intending to deliver pre/postgame coverage must communicate their intent to do so, along with an estimated timing for the show length, by emailing David Kubota at david.kubota@hudl.com and Katy Sullivan at katy.sullivan@wbd.com. The deadline for this communication is 5 p.m. ET two calendar days before the scheduled competition.
- **NCAA/Institutional PSAs.** Each stream must include NCAA (including both NCAA and division-specific) Public Service Announcements (PSAs) in accordance with the guidelines to be provided by the NCAA. Those guidelines will contain links for accessing NCAA PSAs.
 - Since these are Division II contests, a minimum of two NCAA PSAs must be aired in each half. Specifically, three of these PSAs should be from the "Division II" category, and one should be from the "Brand Messages" category, as detailed in the NCAA PSA guidelines document.
 - Hosts have the flexibility to include institutional or conference PSAs at their own discretion.
- **Radio Audio Passthrough.** The NCAA prefers that the host have a separate crew for radio and streaming productions. If that's not possible, the radio play-by-play production can be used as the play-by-play commentary on the Hudl video stream as well. This includes any commercial ads that run on the radio broadcast; in the interest of operational ease and flexibility, radio passthroughs do not need to be muted during commercial radio reads or sponsored segments, if any.
 - For any streams that use a broadcast radio play-by-play audio call, the NCAA PSAs run during the video stream should be video PSAs, not radio PSAs. Radio stations covering the event should separately run radio PSAs, per the NCAA's radio syndication rules.
- **Transition Graphics.** Hudl/NCAA will provide the host institution standardized NCAA graphics for transitions (e.g., replays).
- **Hype Videos.** Hosts may run their institutional hype videos (if any) at the beginning of the Hudl/NCAA stream.

- Game Video on Institutional Sites. Institutions may download a copy of the game from within the Hudl platform. Instructions for doing so are available at <https://www.hudl.com/support/hudltv/event-management/creating-and-managing-broadcasts/download-archived-broadcasts-from-your-account>. Any further questions about this should be directed to David Kubota at Hudl.
 - Institutions should not post the downloaded game for viewing on the institution's website or digital platforms. Full-game replays will be available to view on the NCAA Championships Pass, and available on demand approximately one hour after you stop the stream. Full-game replays will be available for free on NCAA.com and the Hudl platform 21 days after they are played.
 - Institutions may use the downloaded file to cut highlights for distribution on institutional or conference platforms (e.g., social media), provided they are not sponsored or otherwise commercialized (see "Highlights" below).
- Game Links and Promotion. NCAA Digital will deliver to all participating schools game deeplinks and supporting marketing information and collateral. The NCAA.com deeplink will take fans to a game page which includes the live video player and live statistics. It is preferred that institutions link to their games on NCAA.com from their website or social media accounts, but it is acceptable to link to the school or conference-branded Hudl player if the institution is already a Hudl partner.
- Viewership Data. All viewership and revenue data associated with NCAA Championship live streams on the Hudl platform are confidential and belong to the NCAA and NCAA Digital. No data should be distributed or shared without the prior written consent of the NCAA and NCAA Digital.
- Highlights. Institutional use of game footage of highlights must be in accordance with the NCAA's Digital Highlights and Footage Use Policy for Participating Member Institutions and Conferences, available [here](#).
 - Media entities (e.g., third party news websites) may use highlights in accordance with the Digital Highlights and Footage Use Policy for Media Websites, available [here](#).
- Pregame Administrative Meeting. Hosts must inform both coaches about any media breaks (number, duration, etc.) at the pregame administrative meeting.

Radio/Internet Audio Streaming Rights

- The NCAA championship radio and/or internet audio streaming rights must be obtained from Learfield. All stations broadcasting any round of an NCAA championship shall be required to fill out the "NCAA Championship Radio / Internet streaming Online Form." [Please Note: the online radio agreement must be entirely completed and submitted online in advance of the round/game to be broadcast.] If the online form is **NOT** completely filled out, radio / internet audio streaming rights will **NOT** be granted. Questions may be directed to Learfield's Mike Dodson (mike.dodson@learfield.com; 859-226-4390) or Cindy Johnson (cindy.johnson@learfield.com; 859-226-4225).
- The NCAA reserves all rights and final decisions regarding NCAA championships, audio streaming, radio, and satellite radio matters.