



**SITE  
REPRESENTATIVE  
2025-26 MANUAL**

# Division II Women's Golf

## Contents

<b>Section 1 • Introduction</b>	<b>2</b>
Section 1•1 Overview	2
Section 1•2 Responsibilities of Site Representatives	2
<b>Section 2 • Contact Information</b>	<b>3</b>
Section 2•1 NCAA Staff and National Committee	3
<b>Section 3 • Selection and Overview</b>	<b>4</b>
Section 3•1 Selection Process and Notification	4
Section 3•2 Conflict of Interest	4
Section 3•3 Neutrality	5
Section 3•4 Evaluations	5
<b>Section 4 • Responsibilities</b>	<b>6</b>
Section 4•1 Checklist	6
<b>Section 5 • Travel, Lodging and Expense Reimbursement</b>	<b>8</b>
Section 5•1 Travel	8
Section 5•2 Lodging	8
Section 5•3 Expense Reimbursement	8
Section 5•4 Team Transportation Contact Numbers	8
<b>Section 6 • NCAA Administrative Guidelines</b>	<b>9</b>
Section 6•1 Failure to Adhere to Policies	9
Section 6•2 Division II Code of Conduct	9
Section 6•3 Logo Policy	10
Section 6•4 Misconduct Statement	11
Section 6•5 Use of Tobacco Products	11
Section 6•6 Drug Testing Statement	11
Section 6•7 Inclement Weather	13
<b>Appendix A • Lightning and Weather Guidelines</b>	<b>15</b>
<b>Appendix B • Tiebreaking Procedures (Regionals)</b>	<b>17</b>
<b>Appendix C • Tiebreaking Procedures (Finals)</b>	<b>20</b>
<b>Appendix D • Meeting Agenda</b>	<b>24</b>
<b>Appendix E • Travel Expense System</b>	<b>25</b>

# Section 1 • Introduction

## Section 1.1 Overview

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Thank you for serving as an NCAA site representative at one of the preliminary-round sites of the Division II Women's Golf Championships.

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

If you have any questions or concerns, please contact the NCAA staff (Mariah Martin) or Division II Women's Golf Committee chair, Michael Bond.

On behalf of the NCAA and the Division II Women's Golf Committee, thank you for your time and efforts.

## Section 1.2 Responsibilities of Site Representatives

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

- To serve as a representative of the NCAA during championships preliminary-round competition;
- To conduct championships competition according to the policies and procedure outlined in the prechampionships manual and host operations manual;
- To conduct the administrative meeting in conjunction with the championships;
- 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 championships staff issues and concerns that occur at the site.

# Section 2 • Contact Information

## Section 2•1 NCAA Staff and National Committee

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### NCAA STAFF

**Mariah Martin**

Coordinator, Championships and Alliances  
P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Phone: 317-287-9078  
Email: [msmartin@ncaa.org](mailto:msmartin@ncaa.org)

### DIVISION II WOMEN'S GOLF COMMITTEE

#### CENTRAL REGION

**Alex Schmitz**

Head Men's and Women's Golf Coach  
Minnesota State University Mankato

#### SOUTH REGION

**Travis Muncy**

Director of Athletics  
Lincoln Memorial University

#### EAST REGION

**Dominic Guarnieri, chair**

Head Men's and Women's Golf Coach  
University of Findlay

#### WEST REGION

**Ben Greenberg**

Director of Sports Communications  
Colorado State University Pueblo

# Section 3 • Selection and Overview

## Section 3•1 Selection Process and Notification

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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

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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

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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

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### CHAMPIONSHIP SITE EVALUATION

We ask that each site representative provide feedback on the championship site at which they served. The championship manager will send an email with a link to the survey at the completion of the championship.

### SITE REPRESENTATIVE FEEDBACK

In an effort to continually improve communication and expectations to site representatives, we ask that each site representative provide feedback about their experience as a site representative. Mariah Martin will send an email with a link to the survey at the completion of the championship.

# Section 4 • Responsibilities

## Section 4•1 Checklist

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### BEFORE ARRIVAL ON SITE

- Arrange to meet your tournament director and do a walkthrough of the facilities and course:
  - Check all signage and confirm no alcohol/tobacco/gambling signs are posted anywhere.
  - Please let Mariah Martin know if there are any major signage issues on the golf course (e.g., Pepsi signs on tee boxes).
  - Determine that there will be enough water (number of locations) available on the course for the participants.
  - Confirm there will be starting and scoring tents (no signage on tents). There should be table and chairs in all tents. There should be an atomic clock on both tee boxes (option two is to use cellphones that sync with satellite). There should be water, snacks and fruit in the starting tents.
  - Only Dasani water and BODYARMOR products should be provided to the participants. We cannot control what is being sold in the concession areas (e.g., Pepsi products).
  - Confirm where the weather will be monitored (not in a public area).
  - Confirm radios or another form of communication will be available for both site rep and all the rules officials.
- Introduce yourself to the head rules official:
  - Confirm he or she is prepared to run the rules portion of the administrative meeting Sunday evening. Remind him or her the local rules sheet will be handed out at that meeting and confirm when it will be available to copy for the packets.
  - Confirm who will be handling the starting each day of competition. (Either an official or the course will provide someone who is knowledgeable in the rules.)
- Review the evacuation plan in the participant manual.

### SUNDAY, MAY 3

- Arrive early at course to ensure the following is set up and ready:
  - Athletic training area.
  - Practice range.
- Practice round:
  - Remind coaches they are responsible for the pace of play during practice. Do not hesitate to talk to the coaches if they are lagging behind.
- Confirm that all the teams have turned in their team registration forms and the scoring group is ready for Monday:
  - Scoring personnel should run the labels for the scorecards. (This is the only day you can be ahead.)
- Confirm the process of how the hole location sheet will be given to the superintendent for his/her crew to cut the holes for the next day of play.
- You will need to copy the hole location sheet on the back of the evacuation plan on a different color paper every day of competition and place them in the starter box.

**MONDAY, MAY 4-WEDNESDAY, MAY 6**

- Arrive at the course early enough to ensure the practice range is ready and both starter boxes are in the starting tents.
- Ensure the weather system is logged into and ready to go.
  - Starters box should be in the tent with scorecards, hole location sheets and NCAA tees.
  - Institutional designated coaches signature sheets should be at the first tee (and 10th tee if applicable) each day along with the specified color of wristbands for the day.
- Copy hole location sheets for the next day of competition.
- Confirm results and prepare scorecards for next day of competition.
- Work with the host media coordinator to make sure live stats are up and available on Clippd, and that all final recaps have been submitted to Turner Sports site ([ncaa-editorial@turner.com](mailto:ncaa-editorial@turner.com)) at the end of each day.
- If there are any issues that would cause the third round (May 6) not to be completed (weather), please call Mariah Martin (317-287-9078).
- Distribute one championship participant manual for the finals in Palm Beach Gardens, Florida.
- Assist host tournament director with awards ceremony/distribution for advancing teams and individuals.
- Review the flag distribution list and work with the tournament direction to give flags to the individuals listed.
- If a misconduct occurs, please contact Mariah Martin immediately.
- Confirm that the tournament director has everything taken care of, and remind him/her to complete surveys.

**WITHIN 48 HOURS AFTER SUPER REGIONAL TOURNAMENT**

- Complete all requested evaluations.
- Receive email from the reimbursement system at the NCAA and complete expenses.

# Section 5 • Travel, Lodging and Expense Reimbursement

## Section 5•1 Travel

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

## Section 5•2 Lodging

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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 5•3 Expense Reimbursement

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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 email from the NCAA reimbursement system will be sent for expense reimbursement.

## Section 5•4 Team Transportation Contact Numbers

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### SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	<a href="mailto:ncaaalo@shortstravel.com">ncaaalo@shortstravel.com</a>

### NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	<a href="mailto:travel@ncaa.org">travel@ncaa.org</a>
Website	<a href="http://ncaa.org/championships/travel/championships-travel-information">ncaa.org/championships/travel/championships-travel-information</a>

# Section 6 • NCAA Administrative Guidelines

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

## Section 6•1 Failure to Adhere to Policies

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A governing sports committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition.

## Section 6•2 Division II Code of Conduct

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### CONDUCT POLICY STATEMENT

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education, and promotes civility; therefore championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletic participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the championships committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and misconduct incident to the competition.

Any institution that fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championship will be issued a fine of \$500, with a private letter of reprimand to be sent to the conference commissioners, university president, university athletics director, senior woman administrator, sports information director and compliance director.

### MISCONDUCT

The championship handbook and NCAA Division II Manual Bylaw 31.02.3 defines misconduct as: "... 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."

### EXPECTATIONS

Each games committee shall hold a pretournament meeting/rules meeting with the coaches of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet, and delivered to all institutional representatives attending the championship events.

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 (i.e., 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 actions of misconduct shall be dealt with in a timely manner by the governing sports committee.

### EXPECTATIONS FOR STUDENT-ATHLETES, COACHES AND ADMINISTRATORS

- Submit an accurate and complete Division II Code of Conduct Form before the start of the first competition of the championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship ceremonies.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in an honest and timely manner with NCAA staff.
- Follow team, university and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
- Abide by state and federal laws, and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

### POSSIBLE PENALTIES FOR MISCONDUCT

In accordance with Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one, or a combination of, the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the championship event. The penalties include, but are not limited to:

- Public or private reprimand of the individual;
- Financial penalty;
- Disqualification of the individual from further participation in the NCAA championship involved and/or banishment of the individual from participating in one or more subsequent championships of the sport involved;
- Cancellation of payment of the Association's travel guarantee to the institution for the individuals involved;
- Withholding of all or a portion of the institution's share of revenue distribution;
- Banishment of the institution from participation in one or more subsequent championships in which its team in that sport otherwise would be eligible to participate;
- Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships; and/or
- Cancellation of all or a portion of the honorarium for hosting an NCAA championship.

All correspondence regarding violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such. Again, congratulations to you and your team. We hope this year's championships experience is one that you will cherish for years to come.

## Section 6•3 Logo Policy

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[Reference: Bylaw 12.5.4 in the NCAA Divisions I and II Manuals, and Bylaw 12.5.3 in the NCAA Division III Manual.]

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met.

- a. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and

- b. The student-athlete's institution's official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2¼ square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

## Section 6•4 Misconduct Statement

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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 6•5 Use of Tobacco Products

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[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 6•6 Drug Testing Statement

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**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. **For Team Championships (e.g., baseball, field hockey, lacrosse):** 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.
- A. **For Individual/Team Championships (e.g., golf, tennis, track and field, swimming):** An institutional representative is an individual (e.g., coach, athletic trainer) who should be informed by the student-athlete that he/she will be proceeding to drug testing. On some occasions, an institutional representative must certify the identity of the student-athlete at the drug-testing site.

### Q. When is the institution notified of drug testing?

- A. **For Team Championships:** An institutional representative from each team will be notified no sooner than two hours 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.
- A. **For Individual/Team Championships:** Only the student-athlete is notified of his/her selection for drug testing. The student-athlete is then responsible for notifying an institutional representative of his/her selection.

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

- A. **For Team Championships:** 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.
- A. **For Individual/Team Championships:** An official drug-testing courier will notify student-athletes of their selection for drug testing, usually on completion of the student-athlete's event, session or day of competition. The student-athlete then informs an institutional representative from his/her institution before proceeding to the drug-testing site.
- A. **For All Cases:** At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

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

- A. **For Team Championships:** Within one hour after the student-athlete has been notified.
- A. **For Individual/Team Championships:** The official drug-testing courier will provide the student-athlete with specific instructions as to when to report to drug testing.
- A. **For All Cases:**
  - Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
  - Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
  - Before leaving the championship venue, coaches should check with all student-athletes to make sure they have completed their drug-testing obligations.

- Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team 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. For Team Championships:** Yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.
- A. For Individual/Team Championships:** It depends. If the student-athlete has deferred drug testing until later that day, an institutional representative must be at the collection station to certify the identity of each student-athlete before the student-athlete will be allowed to check in. Otherwise, the official drug-testing courier will accompany the student-athlete to drug testing.

## Section 6•7 Inclement Weather

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If weather conditions alter the schedule, the site representative must contact the NCAA championships 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 or her email and/or phone number via text to the WeatherSentry system so he or she can receive the weather updates.

For detailed lightning and weather guidelines, refer to [Appendix A](#).

# Appendixes

## Contents

<b>Appendix A • Lightning and Weather Guidelines</b> .....	<b>15</b>
<b>Appendix B • Tiebreaking Procedures (Regionals)</b> .....	<b>17</b>
<b>Appendix C • Tiebreaking Procedures (Finals)</b> .....	<b>20</b>
<b>Appendix D • Meeting Agenda</b> .....	<b>24</b>
<b>Appendix E • Travel Expense System</b> .....	<b>25</b>

## Appendix A • Lightning and Weather Guidelines

### BEST PRACTICES – WEATHER: LIGHTNING RESUMPTION

- 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.
- **UPDATE: Resuming play related specific to Lightning Only**
- Source/Endorsement: [NOAA/NWS Outdoor Venue Lightning Safety Lightning Tool Kit](#)

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.

### WEATHER: LIGHTNING RESUMPTION FAQ

- Is this update a required return to competition approach?
  - No, if the host venue policies prevent this from being implemented, then defer to the host position. This is not a requirement, only an option. Safe return to play is the most important part of the decision-making process.
- What constitutes a professional meteorologist?
  - Examples of people meeting this title would be employees of the National Weather Service, a local media market weather specialist, or a member of the faculty/staff of an Atmospheric or Metrological Studies program at a member institution. It is expected this contact has received appropriate and relevant training and certification. (Note: The chat/question function on DTN would NOT qualify in meeting this standard.)
- Is this applicable to regular-season contests?
  - No, this language is not meant to supersede any specific conference or venue language about lightning return to play and is meant to guide champ managers and the national office in our championship events. However, it is possible this language may be adopted at a later time by other entities to become consistent.
- Is this applicable to preliminary rounds?
  - Yes, as long as the professional meteorologist point of contact is in place and all people facilitating that event have been in communication and are on the same page to use this approach.
- Is this position impacted by broadcast restrictions/rules/policies?
  - Yes, game operations and broadcast operations need to align. Champ managers must speak with appropriate broadcast partners to ensure this approach does not conflict with any broadcast restrictions.
- Will this language be replicated in other NCAA communication documents?
  - Yes, we will work to update all appropriate references including those from the Sports Science Institute, pre-championship manuals, host operations manuals, and Safety and Security Best Practices. In the meantime, you may use the first page of this document as a reference for documentation.
- *SUMMARY: It is essential the NCAA, the venue, and broadcast all communicate and align with lightning resumption procedures and only when using a meteorologist resource can play resume prior to 30'.*

## Appendix B • Tiebreaking Procedures (Regionals)

### TEAM TIEBREAKING PROCEDURES

#### (TEAMS MUST BE DETERMINED BEFORE INDIVIDUALS)

If conditions and time permit, ties shall be broken during a sudden-victory playoff counting all five scores (relative to par). The committee will determine the sequence of holes. Time limitations may dictate a shotgun start as determined by the committee. The team playoff will be conducted first.

**At regionals, concurrent playoffs may be conducted at the sole discretion of the committee based on factors, including:**

- The number of playoffs required.
- The amount of daylight available.
- The committee's ability to conduct multiple playoffs based on staffing and logistics capabilities.

This will typically involve having an individual playoff at the same time as a team playoff as it is not logistically feasible to conduct two different team playoffs concurrently. If the committee determines that concurrent playoffs are feasible and necessary, individual playoffs may be held (on different holes) at the same time as a team playoff, provided all players involved in the individual playoff are not members of any team that is (or will be) in any team playoff.

**For all playoffs, the following procedure will be used:**

- All five scores against par on each hole until a winner is determined.
- Substitutions may be made up to 10 minutes before the start of the playoff.

#### Team Tiebreakers.

**Team tiebreakers where two or three teams play in groups of five:**

- Team positions A and B or A, B and C will determined by lot or coin toss. After the draw for team position, coaches will determine which players will be in each group.

#### Two teams (A & B; tee off alternately)

A	B	A	B	A
B	A	B	A	B

#### Three teams

A	B	C	A	B
C	A	B	C	A
B	C	A	B	C

**Team tiebreakers using shotgun format:**

- Teams will be assigned to position A, B, C and so on based upon the team ranking position at the start of the regional with the highest ranked team being A and so on.
- Player positions one through five will be assigned based on the player position submitted by the team prior to the start of Round 1 of the regional. If a sub is used, that sub will take the position of the player that the sub is replacing in the line up.

### SHOTGUN FORMAT

#### Two teams

A #5	B #5	playoff hole 5
A #4	B #4	playoff hole 4
A #3	B #3	playoff hole 3
A #2	B #2	playoff hole 2
A #1	B #1	playoff hole 1

## DIVISION II WOMEN'S GOLF

### Three teams

A #5	B #5	C #5	playoff hole 5
A #4	B #4	C #4	playoff hole 4
A #3	B #3	C #3	playoff hole 3
A #2	B #2	C #2	playoff hole 2
A #1	B #1	C #1	playoff hole 1

### Four teams

A #5	B #5	C #5	D #5	playoff hole 5
A #4	B #4	C #4	D #4	playoff hole 4
A #3	B #3	C #3	D #3	playoff hole 3
A #2	B #2	C #2	D #2	playoff hole 2
A #1	B #1	C #1	D #1	playoff hole 1

### Five teams

A #5	B #5	C #5	D #5	E #5	playoff hole 5
A #4	B #4	C #4	D #4	E #4	playoff hole 4
A #3	B #3	C #3	D #3	E #3	playoff hole 3
A #2	B #2	C #2	D #2	E #2	playoff hole 2
A #1	B #1	C #1	D #1	E #1	playoff hole 1

At regionals, ties will be broken for purposes of advancement and for regional team trophy champions.

## INDIVIDUAL TIEBREAKING PROCEDURES

### Individuals

At regionals, individual ties will be broken during a sudden-victory playoff for the individual regional champion and for individual advancement. The committee will determine the individual playoff hole(s).

Individual order to start the playoffs is based upon the final round start:

- The player with the earliest starting time will play first.
- Players with the same starting time in a “two-tee” start, the player that started on the lowest numbered hole (typically hole #1) will play first.
- Players in the same group, the player that started first in the group will play first.

All players will play in the same group, unless the group size is so large that the committee determines that the playoff should be split into multiple groups.

## INDIVIDUAL AND TEAM TIEBREAKING PROCEDURES WHEN CONDITIONS OR TIME DO NOT PERMIT A PLAYOFF

The following procedure will be used to break ties:

### Team

1. Cumulative total of the three lowest individual scores.
2. Cumulative total of the two lowest individual scores.
3. Best individual cumulative score.
4. Committee decision.

**Individuals**

1. In all stroke play events, ties will be broken using the USGA-recommended method. The following holes will be compared in order: holes 10-18, holes 13-18, holes 16-18, hole 18, No. 1 handicap hole, the No. 2 handicap hole and so on until the tie is broken.
2. For breaking ties with multiple rounds of stroke play, comparisons will begin with the most recent round. If the tie remains, earlier rounds will be reviewed one at a time in reverse order until the tie is broken: holes 10-18, holes 13-18, holes 16-18, hole 18, No. 1 handicap hole, No. 2 handicap hole and so on until the tie is broken.

**TIEBREAKING PROCEDURES FOR PAIRING PURPOSES****Team**

1. Cumulative total of all five players' scores from all previous rounds.
2. Highest individual cumulative total.
3. Second-highest individual cumulative total.
4. Third-highest individual cumulative total.
5. Fourth-highest individual cumulative total.
6. Lowest cumulative total.
7. Committee decision.

**Individuals (within a team)**

1. When a tie exists within a team, the individual with the lowest team position will be given the later tee time.
2. That round's score.
3. Score from previous round(s).
4. Pairing that day will be used.

**Individuals**

1. Low score of most recent round.
2. Low scores next previous round.
3. Pairings that day.
4. Most recent scorecard backwards.

## Appendix C • Tiebreaking Procedures (Finals)

### TEAM TIEBREAKING PROCEDURES

If conditions and time permit, ties shall be broken during a sudden-victory playoff counting all five scores (relative to par). The committee will determine the sequence of holes. Time limitations may dictate a shotgun start as determined by the committee. At the conclusion of the stroke play rounds at the finals, if playoffs are required for both team advancement and the individual champion, the committee may elect to conduct both playoffs concurrently (on different holes) provided that none of the individual playoff participants are members of any team involved in the team playoffs.

**For all playoffs, the following procedures will be used:**

- All five scores against par on each hole until a winner is determined.
- Substitutions may be made up to 10 minutes before the start of the playoff.

#### Team Tiebreakers.

**Team tiebreakers where two or three teams play in groups of five:**

- Team positions A and B or A, B and C will be determined by lot or coin toss. After the draw for team position, coaches will determine which players will be in each group.

#### Two teams (A & B; tee off alternately)

A	B	A	B	A
B	A	B	A	B

#### Three teams

A	B	C	A	B
C	A	B	C	A
B	C	A	B	C

#### Team tiebreakers using shotgun format:

- Teams will be assigned to position A, B, C and so on based upon the team ranking position at the start of the finals with the highest ranked team being A and so on.
- Player positions one through five will be assigned based on the player position submitted by the team prior to the start of Round 1 of the final. If a sub is used, that sub will take the position of the player that the sub is replacing in the line up.

### SHOTGUN FORMAT

#### Two teams

A #5	B #5	playoff hole 5
A #4	B #4	playoff hole 4
A #3	B #3	playoff hole 3
A #2	B #2	playoff hole 2
A #1	B #1	playoff hole 1

#### Three teams

A #5	B #5	C #5	playoff hole 5
A #4	B #4	C #4	playoff hole 4
A #3	B #3	C #3	playoff hole 3
A #2	B #2	C #2	playoff hole 2
A #1	B #1	C #1	playoff hole 1

**Four teams**

A #5	B #5	C #5	D #5	playoff hole 5
A #4	B #4	C #4	D #4	playoff hole 4
A #3	B #3	C #3	D #3	playoff hole 3
A #2	B #2	C #2	D #2	playoff hole 2
A #1	B #1	C #1	D #1	playoff hole 1

**Five teams**

A #5	B #5	C #5	D #5	E #5	playoff hole 5
A #4	B #4	C #4	D #4	E #4	playoff hole 4
A #3	B #3	C #3	D #3	E #3	playoff hole 3
A #2	B #2	C #2	D #2	E #2	playoff hole 2
A #1	B #1	C #1	D #1	E #1	playoff hole 1

**TEAM TIEBREAKING PROCEDURES ADVANCING TO MEDAL MATCH PLAY**

**Team Tiebreakers.**

**Team tiebreakers where two or three teams play in groups of five:**

- Team positions A and B or A, B and C will determined by lot or coin toss. After the draw for team position, coaches will determine which players will be in each group.

**Two teams (A & B; tee off alternately)**

A	B	A	B	A
B	A	B	A	B

**Three teams**

A	B	C	A	B
C	A	B	C	A
B	C	A	B	C

**Team tiebreakers using shotgun format:**

- Teams will be assigned to position A, B, C and so on based upon the team ranking position at the start of the finals with the highest ranked team being A and so on.
- Player positions one through five will be assigned based on the player position submitted by the team prior to the start of Round 1 of the final. If a sub is used, that sub will take the position of the player that the sub is replacing in the line up.

**Two teams**

A #5	B #5	playoff hole 5
A #4	B #4	playoff hole 4
A #3	B #3	playoff hole 3
A #2	B #2	playoff hole 2
A #1	B #1	playoff hole 1

## DIVISION II WOMEN'S GOLF

### Three teams

A #5	B #5	C #5	playoff hole 5
A #4	B #4	C #4	playoff hole 4
A #3	B #3	C #3	playoff hole 3
A #2	B #2	C #2	playoff hole 2
A #1	B #1	C #1	playoff hole 1

### Four teams

A #5	B #5	C #5	D #5	playoff hole 5
A #4	B #4	C #4	D #4	playoff hole 4
A #3	B #3	C #3	D #3	playoff hole 3
A #2	B #2	C #2	D #2	playoff hole 2
A #1	B #1	C #1	D #1	playoff hole 1

### Five teams

A #5	B #5	C #5	D #5	E #5	playoff hole 5
A #4	B #4	C #4	D #4	E #4	playoff hole 4
A #3	B #3	C #3	D #3	E #3	playoff hole 3
A #2	B #2	C #2	D #2	E #2	playoff hole 2
A #1	B #1	C #1	D #1	E #1	playoff hole 1

### During medal match play in the quarterfinals and semifinals, ties will be determined by the following:

1. After all five individual medal match play scores have been reported, in the event that the team medal match score is tied (e.g., 2.5 to 2.5) all individual matches that were tied at the completion of 18 holes will resume, on hole(s) to be determined by the committee. Each match will continue for as many extra holes as needed to resolve the individual match tie with an identified medal match winner. Should multiple matches continue past 18 holes, all remaining unresolved matches shall end when one team has advanced to the next round by scoring three or more points.
2. Cumulative total of all five players, with the lowest cumulative team score advancing.
3. In the event of unforeseen circumstances, as determined by the committee (e.g., weather), the committee may use cumulative total as the first tiebreaking criterion.

### During medal match play in the championship match, ties will be determined by the following:

Sudden-victory playoff holes for all five (5) players; counting all five scores (relative to par). All five players will play one hole, in two groups, following the Two Team A & B tie breaker guideline. The hole(s) to be played will be assigned by the committee with play continuing for as many holes as required until a winner is determined.

## INDIVIDUAL TIEBREAKING PROCEDURES

### Individuals

At finals, individual ties will be broken during a sudden-victory playoff for the individual national champion. The committee will determine the individual playoff hole(s).

Individual order to start the playoffs is based upon the final round start:

- The player with the earliest starting time will play first.
- Players with the same starting time in a “two-tee” start, the player that started on the lowest numbered hole (typically hole #1) will play first.
- Players in the same group, the player that started first in the group will play first.

All players will play in the same group, unless the group size is so large that the committee determines that the playoff should be split into multiple groups.

## **INDIVIDUAL AND TEAM TIEBREAKING PROCEDURES WHEN CONDITIONS OR TIME DO NOT PERMIT A PLAYOFF**

The following procedure will be used to break ties:

### **Team**

1. Cumulative total of the three lowest individual scores.
2. Cumulative total of the two lowest individual scores.
3. Best individual cumulative score.
4. Committee decision.

### **Individuals**

1. In all stroke play events, ties will be broken using the USGA-recommended method. The following holes will be compared in order: holes 10-18, holes 13-18, holes 16-18, hole 18, No. 1 handicap hole, the No. 2 handicap hole and so on until the tie is broken.
2. For breaking ties with multiple rounds of stroke play, comparisons will begin with the most recent round. If the tie remains, earlier rounds will be reviewed one at a time in reverse order until the tie is broken: holes 10-18, holes 13-18, holes 16-18, hole 18, No. 1 handicap hole, No. 2 handicap hole and so on until the tie is broken.

## **TIEBREAKING PROCEDURES FOR PAIRING PURPOSES**

### **Team**

1. Cumulative total of all five players' scores from all previous rounds.
2. Highest individual cumulative total.
3. Second-highest individual cumulative total.
4. Third-highest individual cumulative total.
5. Fourth-highest individual cumulative total.
6. Lowest cumulative total.
7. Committee decision.

### **Individuals (within a team)**

1. When a tie exists within a team, the individual with the lowest team position will be given the later tee time.
2. That round's score.
3. Score from previous round(s).
4. Pairing that day will be used.

### **Individuals**

1. Low score of most recent round.
2. Low scores next previous round.
3. Pairings that day.
4. Most recent scorecard backwards.

## Appendix D • Meeting Agenda



### A G E N D A

#### National Collegiate Athletic Association 2026 Division II Women's Regional Championships

1. Introductions and welcome. (NCAA Representative)
2. Review Schedule of Events. (NCAA Representative)
3. Review Procedures. (NCAA/Representative/Tournament Director)
  - a. Tee times/pairings.
  - b. Coaches wristbands process.
4. Review NCAA Policies (NCAA Representative)
  - a. NCAA misconduct policy.
  - b. Logo policy.
  - c. Drug testing.
5. Administrative Items. (Tournament Director)
  - a. Media.
  - b. NCAA merchandise.
  - c. Expense Reimbursement.
  - d. Miscellaneous.
  - e. Inclement Weather/Evacuation Plan.
6. Reminders. (NCAA Representative)
7. Rules and regulations. (Head Rules Official)
8. Points of Emphasis. (Head Rules Official)
9. Questions.
10. Adjournment.

## Appendix E • Travel Expense System

### TRAVEL EXPENSE SYSTEM – TRAVELER USER GUIDE

1. On the last day of your meeting or trip, your staff liaison will authorize you to file an expense report. Once authorized, you will receive an email advising you to file your expense report and giving you the link to the system and login instructions.
2. The new system has been redesigned to offer the following conveniences:
  - a. One username and password for all trips.
  - b. View the status of all expense reports, as well as payment information, in one place.
  - c. Simplify the system and improve usability.
3. Once you have received your email, follow the instructions to access the system and log in. On the home screen, you will see a list of all expense reports you are authorized for, as well as those already filed. Click on the column headers to sort the list as you prefer or use the Search box to locate a particular trip.
4. To begin a new expense report, click on the Create link.

The screenshot displays the NCAA Travel Expense system interface. At the top, the user is logged in as Juanita Sheely, with options to change password, contact us, or log out. The main content area is titled 'Trips' and features a table of travel records. The table includes columns for Travel group, Meeting dates, Meeting location, Meeting name, Travel type, Primary Expense Report, and Secondary Expense Report. A red arrow points to the 'Create' link in the Primary Expense Report column for the first row (Committee, San Diego, CA, Site Visit, Per Diem). Another red arrow points to the 'Search' box in the top right corner of the table area.

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

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

**Approvals > Approving Expense Report**

**Expense Report**

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

**Expenses**

Expense	Unit	Amount	Receipt Notes
Per Diem 2 day(s) * 75	2	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	4	300	

Remove

- Meals
- Lodging
- Mileage @ 0.53
- Ground Transportation
- Airfare
- Other
- Baggage
- Select Pay To

- 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.

- 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.

- 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

Mileage @ 0.53

Lodging   No file selected.

Add Expense Report Line

Pay To

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.

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

State IN  
 Postal code 46204  
 Country USA

[Modify Address](#)

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

**Payment Information**

Bank is not configured

[Add Bank](#)

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

**Bank Info**

**Bank Info**

Bank name

Account type **Select Account Type** ▼

Routing number

Account number

[Update Bank Info](#)

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

**Payment Information**

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

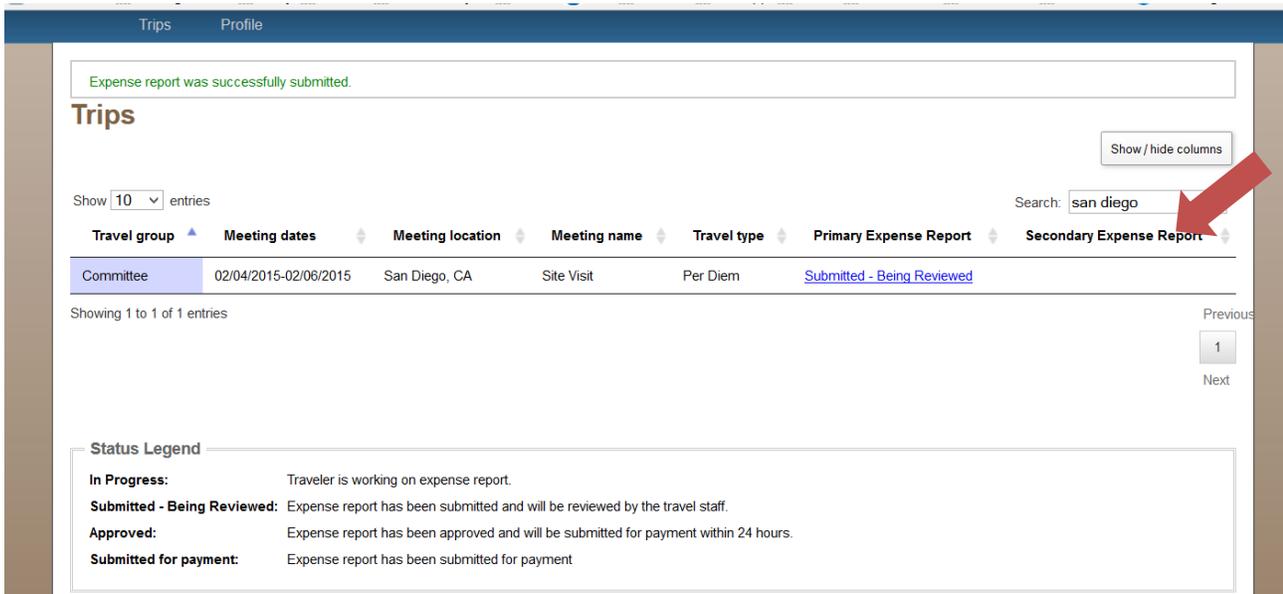
[Modify Bank](#)

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



14. Did you forget an expense? If you find you've forgotten to claim an expense after you have clicked submit, you can still request reimbursement. Simply log back into the system. Any report eligible to have a forgotten expense claimed, will have a Create link available in the Secondary Expense Report column. This option will only be available after the primary expense report has been approved and submitted for payment.

If the Secondary Expense Report option is not available, contact the travel department and an adjustment to the report can be made.



If you have trouble using the system, please contact the travel department at [travel@ncaa.org](mailto:travel@ncaa.org) or 317-917-6757.