



SITE REPRESENTATIVE 2024-25 MANUAL

Division III Women's Ice Hockey

Contents

Section 1 • Introduction	2
Section 1•1 Overview	2
Section 1•2 Responsibilities of Site Representatives	2
Section 2 • Contact Information	3
Section 2•1 NCAA Staff and National Committee	3
Section 3 • Selection and Overview	4
Section 3•1 Selection Process and Notification	4
Section 3•2 Conflict of Interest	4
Section 3•3 Neutrality	4
Section 3•4 Evaluations	5
Section 4 • Important Dates	6
Section 5 • Responsibilities	7
Section 5•1 Team Championships	7
Section 6 • Travel, Lodging and Expense Reimbursement	11
Section 6•1 Travel	11
Section 6•2 Lodging	11
Section 6•3 Expense Reimbursement	11
Section 6•4 Team Transportation Contact Numbers	11
Section 7 • NCAA Administrative Guidelines	12
Section 7•1 Logo Policy	12
Section 7•2 Misconduct Statement	12
Section 7•3 Use of Tobacco Products	12
Section 7•4 Drug Testing Statement	12
Section 7•5 Inclement Weather	14
Appendix A • FAQ	16
Appendix B • Travel Expense System - Traveler User Guide	17

Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as an NCAA site representative at a preliminary round site of the 2025 NCAA Division III Women's Ice Hockey Championship.

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

Please note: A video conference will be conducted at 11 a.m. Eastern time, Thursday, Feb. 27, for all potential site representatives and NCAA staff to review duties and responsibilities.

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

- Prechampionship manual
- Host operations manual

These documents, as well as the information found in this manual, are important resources for you and should be your first reference when questions arise. Please review the materials found in the shared folder provided by the NCAA.

If you have any questions or concerns, please contact Ryan Richardson (rrichardson@ncaa.org; office: 317-917-6338; cell: 317-445-2429) or Wendy McManus, chair (wendy.mcmanus@oswego.edu; cell: 508-341-6523).

On behalf of the NCAA and the Division III Women's Ice Hockey Committee, thank you for your time and efforts.

Section 1•2 Responsibilities of Site Representatives

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

- To serve as a representative of the NCAA during championship competition.
- To conduct championship competition according to the policies and procedures outlined in the prechampionship manual and host operations manual.
- To conduct a prechampionship videoconference with teams, administrators and the host.
- To monitor practices at the site of competition.
- To conduct the administrative meeting and officials meeting in conjunction with the championship.
- To serve as a resource for the tournament director and the participating teams.
- To communicate in a timely fashion to the NCAA championship staff issues and concerns relating to the site.
- To complete an evaluation of the tournament site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

Ryan Richardson

Assistant Director, Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6338
Email: rrichardson@ncaa.org

Dante Jones

Coordinator, Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: TBD
Email: djones@ncaa.org

DIVISION III WOMEN'S ICE HOCKEY NATIONAL COMMITTEE

EAST REGION**Keith Maurice**

Head Women's Ice Hockey Coach
Trinity College
Office: 860-297-4184
Cell: 802-272-8519
Email: keith.maurice@trincoll.edu

WEST REGION**Kimberly Sorensen**

Senior Women Administrator
Marian University (Wisconsin)
Office: 920-923-8754
Cell: 920-470-7309
Email: ksorensen61@marianuniversity.edu

EAST REGION**Wendy McManus, chair**

Director of Athletics
State University of New York at Oswego
Office: 315-213-3747
Cell: 575-318-3701
Email: wendy.mcmanus@oswego.edu

WEST REGION**Tracy Johnson**

Head Women's Ice Hockey Coach
St. Olaf College
Office: 507-786-3148
Cell: 763-242-2099
Email: johns54@stolaf.edu

EAST REGION**Kelly Rider**

Head Women's Hockey Coach/SWA
Curry College
Office: 617-333-2993
Cell: 518-598-3973
Email: kelly.rider@curry.edu

Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

In order to serve as a site representative, all individuals must participate in the mandatory site representative training for the specific sport. All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution should notify Ryan Richardson (r-richardson@ncaa.org) before site selections. (See Conflict of Interest below.)

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

Section 3•2 Conflict of Interest

[Reference the August 2008 Executive Committee minutes.]

The NCAA is a voluntary Association comprised of colleges, universities, conferences and other organizations, and 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 policy.

In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use knowledge or information obtained solely due to service on that committee to the disadvantage of the Association during the term of committee service. 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 he/she may have hereunder, and should recuse himself/herself 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.

Section 3•3 Neutrality

Site representatives are representing the NCAA and should be neutral in this role. Site representatives should dress professionally and should not wear any clothing that denotes an institutional or conference affiliation.

Section 3•4 Evaluations

SITE REPRESENTATIVE FEEDBACK

Following the championship, NCAA staff will email each site representative a link to a site evaluation form. Feedback provided by site representatives will be confidential and will be used to improve and enhance the championship.

OFFICIALS EVALUATION

Following each round, please submit the officials evaluation form to Ryan Richardson (rrichardson@ncaa.org) as soon as possible.

Section 4 • Important Dates

DIVISION III WOMEN'S ICE HOCKEY IMPORTANT DATES

Potential Site Representative Training Teleconference	Thursday, Feb. 27, 11 a.m. Eastern time
Notification of Selection of Site Representative	Upon completion of bracketing, Sunday, March 9
Women's Ice Hockey Selection Show	Sunday, March 9, 8:30 p.m. Eastern time
Hosts/Site Representatives Teleconference	Monday, March 10, 11 a.m. Eastern time
First-Round Participants Teleconferences	Monday, March 10, 1 p.m. Eastern time
Quarterfinal Participant Teleconferences for Determined Hosts	Monday, March 17, 2 p.m. Eastern time
Site Representative Arrival Date at Site	Before team practices on day before competition

Section 5 • Responsibilities

Section 5•1 Team Championships

MONDAY BEFORE COMPETITION

- Email teams shortly after selection show regarding video exchange policy.
- Contact tournament director:
 - Confirm time for call with teams and host (Monday, March 10, at 1 p.m. Eastern time for first-round sites and/or Monday, March 17, at 11 a.m. Eastern time for quarterfinal sites/matchups).
 - Confirm hotel accommodations for team(s) and officials, if needed.
 - Confirm your arrival time and hotel accommodations, if needed.
 - Confirm game and practice times. Practices should be 90 minutes the day before competition and one hour the day of competition.
 - Confirm that tournament director emails participant manual, complete except for practice times, to the head coach and administrator of each participating team before the participant call.
 - Discuss neutrality.
 - Discuss equipment to be received and equipment to be provided (e.g., pucks, awards, signage, merchandise). Review the shipping spreadsheet provided by the NCAA.
 - Confirm date, time and location of administrative and officials' meetings.
 - Review security/safety plan.
 - Confirm host medical staff are prepared to be at practices and game(s).
 - Discuss locations of:
 - Media/interview areas.
 - Athletic training room area.
 - Videotaping and photography areas.
- Lead call with host and teams.

ONE DAY BEFORE COMPETITION

- Check with host on the following shipments:
 - NCAA signage.
 - Game and practice pucks.
 - Merchandise from Event 1.
 - Participant medallions (23 per site).
 - Student-athlete patches (23 per site) and congratulatory letters (30 per site).
 - Jackets and patches for officials.
- Confirm tournament director has contacted officials and provided information regarding lodging (if necessary) and the officials meeting.
- Review drug-testing policies and procedures if your site is selected (notice of drug testing will be communicated immediately after selections, if applicable).
- Check with tournament director to see if they have any questions.
- Check with visiting team's administrators to see if they have any questions or travel concerns. Remind them of the administrative meeting.

DAY OF PRACTICE

- Arrive at host site a minimum of 90 minutes before the first practice. Confirm the arrival time of the visiting team and greet the coach and team when they arrive at the venue.
- Meet with tournament director to discuss the following:
 - Entrances – public, teams, officials, staff.
 - Ticket locations.
 - Participant and team personnel credentials/pass list.
 - Communication (radios, if necessary).
 - Ice resurfacing machine operation and locations
 - Skate sharpening availability. (**NOTE: If skate sharpener is not in a neutral location, additional host staff must be provided to ensure visiting team has the same level of access as home team.**)
 - Crowd control.
 - Review pregame schedule.
 - Confirm equipment is ready (clocks, pucks, goals, PA system, etc.).
 - Expected media.
 - Band/spirit squad/mascot procedures, if applicable.
 - Confirmation of game personnel.
 - Security plan and confirmed EMT/ambulance location.
 - Importance of neutrality of staff and officials.
- Perform a facility walk-through and review:
 - Overall look and readiness of facility.
 - Press box.
 - Team bench area(s).
 - Scorer's table, if applicable.
 - Media/interview area.
 - Locker rooms (teams and officials) and security.
 - Merchandise sales area.
 - Signage – commercial signage relating to alcohol or tobacco, or in direct competition with NCAA corporate champions or partners (e.g., Pepsi), must be removed or covered.
 - Scoreboard – advertising covered or removed.
 - Test all electronic equipment.
 - Videotaping/photography areas.
 - Athletic training room.
 - Seating for supervisor of officials.
- Miscellaneous:
 - Confirm athletic trainer is available at all practices and competition.
 - Confirm NCAA legislation regarding logos is followed.
 - Confirm pucks are available for team practices.
 - Confirm equipment for both teams is checked.
 - Confirm merchandise is available.
 - Review parking.
 - Review administrative meeting agenda with tournament director. Ensure copies are available for the meeting.
 - Confirm participant medallions will be placed in the locker room of the nonadvancing team following the game.

- Confirm SID is prepared to report results at conclusion of competition.
- Review script with PA announcer.
- Discuss plan for warmup music and confirm it is appropriate.
- Lead administrative meeting.
 - Review NCAA administrative policies.

DAY OF COMPETITION

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

- Perform a facility walk-through and review:
 - Signage is properly displayed and advertisements are covered.
 - Press box and scorer's table are set and ready.
 - Visiting locker room is clean and properly stocked with items.
 - Sales location for merchandise is prepared.
 - Check for inappropriate noisemakers.
- Off-ice officials should test all electronic equipment.
- Greet officials and teams as they arrive.
- Confirm EMT/ambulance arrival.
- Check number of student-athletes in uniform (maximum of 23 in warmups, 22 during the game) and bench limits (maximum of 30).
- Confirm official scorer collects starting lineup forms 15 minutes before start of game.

During Game

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

Between Periods

- Confirm officials and teams are securely escorted on and off the ice.
- Check at scorer's table and press box to be sure everything is running smoothly.
- Be accessible to coaches/administrators to address any issues. (Walk through locker room areas.)
- Perform a recount of bench limit size.

BEFORE THE END OF GAME

- Confirm everyone is prepared for end-of-game security and media needs.

END OF GAME

- Fans/parents are not allowed on the ice immediately after the game.
- At end of game, confirm officials are safely off the ice.
- Observe players and coaches shaking hands. Ensure the handshakes occur in a timely manner after the conclusion of the game.
- Confirm that participant medallions (23) are delivered to the nonadvancing team's locker room.
- If misconduct occurs, contact the NCAA championship manager and submit the misconduct form.
- Attend press conferences and confirm cooling-off period occurs. As a reminder, the advancing team will go first followed immediately by the nonadvancing team.
- Check with drug-testing crew to see if there are any issues, if applicable.

BEFORE LEAVING SITE

- Obtain copy of credential lists and participant manual provided by the host.
- Obtain a final copy of stats sheets and remind SID to send results as requested by NCAA.
- Check with the tournament director to see if they have any questions and remind them to complete surveys.
- Email/text game score to NCAA championship manager and notify them of any issues.
- Complete officials evaluation form, if applicable, and remind the supervisor of officials to complete, as well.

WITHIN 48 HOURS AFTER GAME

- Complete all requested evaluation forms and send to rrichardson@ncaa.org.
- Complete misconduct forms, if applicable.
- Submit online request for reimbursement of expenses. NCAA staff will email the link to site representatives on the Monday following competition.

Section 6 • Travel, Lodging and Expense Reimbursement

Section 6•1 Travel

All site representatives will be selected based on proximity to the host site. The NCAA will provide reimbursement for mileage (67 cents per mile) for up to 500 miles one-way to the host site.

Section 6•2 Lodging

The host institution will be responsible for providing hotel accommodations for site representatives 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

Site representatives will receive a \$75 per diem for each day of travel and competition. All miscellaneous expenses (e.g., meals, tolls, parking fees) are covered by the per diem.

Following the quarterfinal round, NCAA staff will email the link to the NCAA Travel Expense System to each site representative to submit their travel expenses online.

Section 6•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	ncaaachampstvl@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 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 hockey 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. Criticism of officials during press conferences may constitute misconduct.

Section 7•3 Use of Tobacco Products

[Reference: Bylaws 11.1.5 and 17.1.6.3 in the NCAA Division III Manual.]

The use of tobacco products is prohibited by student-athletes and all game personnel (e.g., coaches, athletic trainers, managers and game officials) during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Section 7•4 Drug Testing Statement

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

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

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

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

FREQUENTLY ASKED QUESTIONS FOR COACHES

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

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

- A. Check with the tournament director, drug-testing site coordinator or the NCAA committee/staff member for the specific location.

Q. How long does drug testing take?

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

Q. 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 & 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. What if we play a late-night game (10 p.m. or later start, local time)?**
- A.** The NCAA's late-night drug-testing policy only pertains to team championships.
- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later, local time.
 - The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before 10 a.m. local time the next day.
 - An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.
- Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?**
- A. 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 7•5 Inclement Weather

If weather conditions could alter the approved game schedule, the site representative must contact the NCAA championship manager 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.

Appendixes

Contents

Appendix A • FAQ	16
Appendix B • Travel Expense System - Traveler User Guide	17

Appendix A • FAQ

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

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

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

A. You should first notify the tournament director that 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 removed from the competition site, and resolution. All of these facts should be written down and sent to the championship administrator via email. If the situation is severe, please immediately call the championship administrator to inform him/her of what has occurred.

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

A. Work with the host to try to get the team its full allotment of practice time, if at all possible.

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

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

Appendix B • 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.

The screenshot shows the NCAA Travel Expense System interface. At the top, there is a header with the NCAA logo and the text 'NCAA Travel Expense'. To the right, a blue box says 'Welcome, Juanita Sheely' with links for 'Change Password', 'Contact Us', and 'Logout'. Below the header, there is a navigation bar with 'Trips' and 'Profile' links. The main content area is titled 'Trips' and features a table of expense reports. The table has 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 of the first row. A search box is located at the top right 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	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.

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.

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		

Remove

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

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 overnigh

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 name

Account type Select Account Type ▾

Routing number

Account number

[Update Bank Info](#)

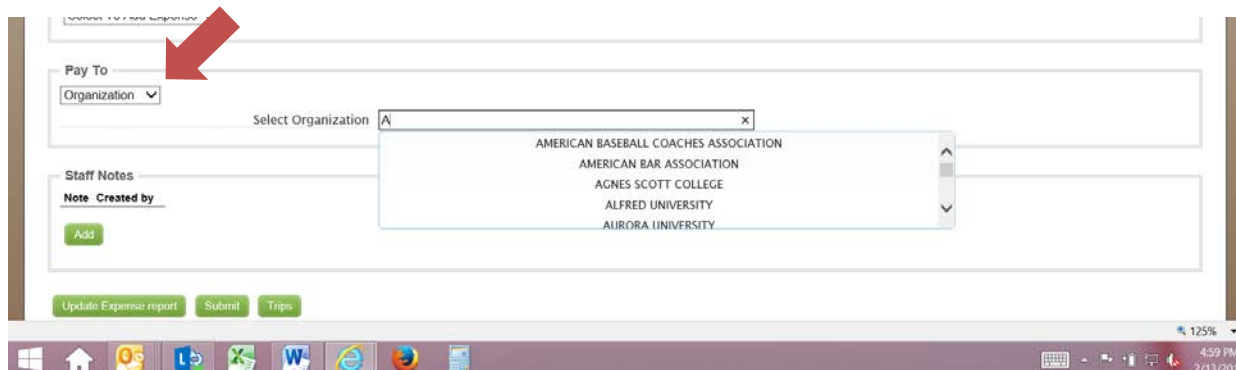
If the system indicates you have been paid by the NCAA previously, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking Modify Bank.

Payment Information

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

[Modify Bank](#)

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

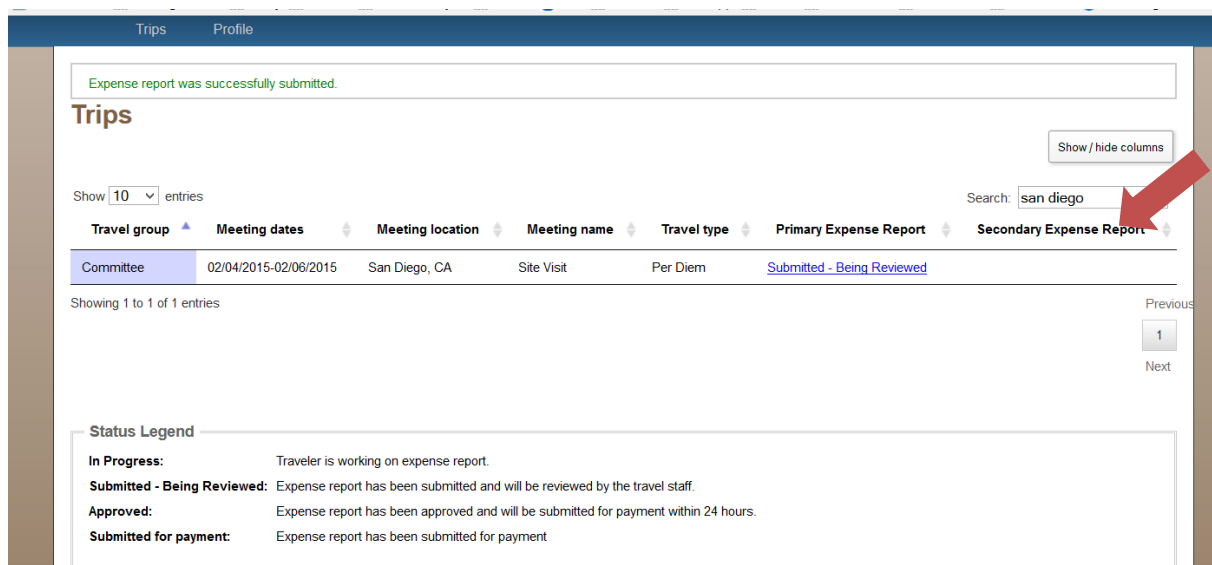
Note Created by

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.