



SITE REPRESENTATIVE 2024-25 MANUAL

Division III Men's Lacrosse

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Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as an NCAA site representative at one of the preliminary-round sites of the Division III Men's Lacrosse Championship.

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

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

- Prechampionship manual (ncaa.org/championships?division=d3)
- Host operations manual (ncaa.org/championships?division=d3)

These documents, as well as the information found in this manual, are invaluable resources for you and should be your first reference when questions arise.

If you have any questions, please contact the NCAA staff.

On behalf of the NCAA and the Division III Men's Lacrosse Committee, thank you for your time and effort.

Section 1•2 Responsibilities of Site Representatives

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

- To serve as a representative of the NCAA during championship playoffs;
- To conduct championship competition according to the policies and procedure outlined in the prechampionship manual and host operations manual;
- To conduct the administrative meeting in conjunction with the championship;
- To serve as a resource for visiting teams and tournament director;
- To complete an evaluation of the tournament site; and
- To communicate in a timely fashion to the NCAA championship staff issues and concerns that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

Will Hopkins
Associate Director
Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: (w) 317-917-6779 / (c) 317-363-0843
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Email: djones@ncaa.org

DIVISION III MEN’S LACROSSE COMMITTEE

REGION I

Matt Colombini
Head Men’s Lacrosse Coach
Emerson College

REGION III

Dave Carty, chair
Head Men’s Lacrosse Coach
Moravian University

REGION V

Doug Misarti
Head Men’s Lacrosse Coach
Kenyon College

REGION II

Jim Lyons
Director of Athletics
Russell Sage College

REGION IV

Pete Rosaschi
Assistant Director of Athletics/
Head Men’s Lacrosse Coach
Franciscan University of Steubenville

Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

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

Section 3•2 Conflict of Interest

The NCAA is a voluntary Association comprised of public and private institutions and conferences governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations are first to their institution, second to their conference and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this statement. When considering disclosures, keep in mind those may result in an "excess benefit transaction" under Section 4958 of the Internal Revenue Code of 1986, as amended (the "Code") or other tax or other laws that may apply.

A committee member who receives information under confidential or nondisclosure terms, including but not limited to Association business or litigation matters, shall adhere to those confidential obligations as a primary matter. In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use nonconfidential knowledge or information obtained solely due to service on that committee to the disadvantage of the Association. Further, a committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member should also not participate in a discussion or vote for which the member's institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations which they may have hereunder and should recuse themselves from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. Where such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation. A committee member who acts contrary to this policy may void defense and indemnity privileges that are provided by the Association in connection with committee service.

Section 3•3 Neutrality

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

Section 3•4 Evaluations

TOURNAMENT SITE EVALUATION

In addition to the immediate feedback requested via the observation portal outlined in the previous section, we ask that each site representative also provide feedback on the championship site at which they served.

Please go to ncaaresearch.qualtrics.com/jfe/form/SV_2fRePm9jVn5rzam to complete this evaluation.

CHAMPIONSHIP EVALUATION

In an effort to continually improve our training of site representatives, we also will have the tournament directors complete an evaluation. It will be sent to the tournament directors as an electronic link after the championship game.

Section 4 • Responsibilities

Section 4•1 Team Championship

NOT LATER THAN THREE DAYS BEFORE COMPETITION

- Contact tournament director:
 - Confirm hotel accommodations for team(s) and officials, if needed.
 - Confirm your arrival time and hotel accommodations, if needed.
 - Confirm game and practice times, if needed.
 - Discuss neutrality.
 - Discuss equipment to be received and equipment to be provided.
 - Confirm date, time and location of administrative and officials meetings.
 - Security/safety plan.
 - Ensure host medical staff are prepared to be at practices and game(s).
 - Discuss locations of, if applicable:
 - Media/interview areas.
 - Training room area.
 - Videotaping and photography areas.
- Check with host on the following shipments:
 - NCAA signage.
 - PEARL game balls.
 - Participant medallions (32 to nonadvancing institution).
 - Officials' patches (three patches – one for each official per game).
- Review drug-testing policies and procedures if your site is chosen.
- Check with tournament director to see if he or she has questions.
- Check with visiting teams' administrators to be sure they are set and have no issues with travel. Remind them of the administrative meeting.

DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament director to discuss the following:
 - Entrance – public, teams, officials, staff.
 - Ticket locations.
 - Credentials/players – pass list.
 - Communication (radios), if necessary.
 - Crowd control.
 - Review pregame schedule.
 - Check to be sure equipment is ready.
 - Expected media.
 - Band/spirit squad/mascot procedures, if applicable.
 - Personnel are in place.
 - Security plan.
 - Inclement weather, if applicable.

- Perform a facility walk-through and review:
 - Check field for proper markings.
 - Press box.
 - Team bench area(s).
 - Scorer's table, if applicable.
 - Locker rooms (teams and officials) and security.
 - Program sales area, if applicable.
 - Overall look and treatment of facility.
 - Signage.
 - Scoreboard.
 - Test all electronic equipment.
 - Videotaping/photography areas.
 - Scouting seats, if applicable.
 - Training room.
 - Evaluator location, if applicable.
 - Band/spirit squad location, if applicable.
 - Nonparticipant seating, if applicable.
- Miscellaneous:
 - Make sure athletic trainer is available at all practices.
 - Make sure NCAA logo rule is being observed.
 - Equipment for both teams checked.
 - Review parking.
 - Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.
 - Determine method for distribution of participant medallions (i.e., on field or in locker rooms).
 - Confirm SID is prepared to report results at conclusion of competition.
 - Review script with communications representative/PA announcer.
- Lead administrative meeting.
 - Review NCAA administrative policies (with PowerPoint presentation provided).

DAY OF COMPETITION

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

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

DURING GAME

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

HALFTIME

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

BEFORE THE END OF GAME

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

END OF GAME

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

BEFORE LEAVING SITE

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

WITHIN 48 HOURS AFTER GAME

- Complete all requested evaluations.
- An expense report link will be emailed to you (see [Appendix D](#)).

Section 5 • Travel, Lodging and Expense Reimbursement

Section 5•1 Travel

All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage (70 cents per mile round trip) for up to 500 miles to the host site.

Section 5•2 Lodging

The host institution will be responsible for providing hotel accommodations as needed. It is the responsibility of the site representative to inform the tournament 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

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

Once competition has been completed, an expense form will be emailed to you within 48 hours (see [Appendix D](#)).

Section 5•4 Team Transportation Contact Numbers

SHORT’S TRAVEL MANAGEMENT

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

NCAA TRAVEL GROUP

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

Section 6 • NCAA Administrative Guidelines

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

Section 6•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 6•2 Misconduct Statement

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

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

Section 6•3 Use of Tobacco Products

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

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

Section 6•4 Drug-Testing Statement

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

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

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

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

FREQUENTLY ASKED QUESTIONS FOR COACHES

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

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

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

Q. How long does drug testing take?

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

Q. What is an institutional representative?

- A. **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 not sooner than two hours before the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.
- 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 pertains only to team championships.
- An institution may defer drug testing until the next morning if their 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 6•5 Inclement Weather

If weather conditions could alter the approved schedule, the site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

LIGHTNING AND WEATHER DETECTION SERVICES

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 via text to the Weather Sentry system so he or she can receive the weather updates.

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

Appendixes

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Appendix A • FAQ

- Q. Officials have asked me how they will receive their payment and when they should expect it since the host no longer pays them?**
- A.** All officials are paid directly by the NCAA through RefQuest. There is not a set timetable for payment, thus all inquiries should be directed to the championship administrator.
- Q. A fight broke out in the stands between the fans of the home and visiting teams. What responsibility do I have to take care of this?**
- A.** You should first notify the tournament director that he or she needs to obtain security in the section where the fight has broken out. After the fight, please gather as much information as possible from the tournament director and security, including what happened, whether anyone was removed from the competition site, and resolution. All of these facts should be written down and sent to the championship administrator via email. If the situation is severe, please immediately call the championship administrator to inform him or 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 • Timing Sheet



TIMING SHEET

TIME of DAY	SCOREBOARD CLOCK	EVENT
_____	60:00	Field is available to both teams.
_____	23:00	Officials notify teams for coin toss.
_____	21:00	Captains meet with officials for coin toss.
_____	11:00	Teams must be on the field.
_____	4:30	Horn sounds. Teams clear the field. National anthem introduction PA read.
_____	4:00	National anthem.
_____	2:15	PA reads welcome and team match-ups.
_____	2:00	Player introductions (starters only).
_____	0:00	Horn sounds.
FIRST AND SECOND QUARTERS		
	15:00	Face-off.
HALFTIME (15 minutes)		
	15:00	Countdown begins once final players leave the field.
THIRD AND FOURTH QUARTERS		
	15:00	Start of second half.
POST GAME		
	0:00	Game concludes.
NOTE: Teams can each call up to two Team Called Timeouts per half.		



TIMING SHEET

TIME of DAY	SCOREBOARD CLOCK	EVENT (Game 1)
_____	60:00	Field is available to both teams.
_____	23:00	Officials notify teams for coin toss.
_____	21:00	Captains meet with officials for coin toss.
_____	11:00	Teams must be on the field.
_____	4:30	Horn sounds. Teams clear the field. National anthem introduction PA read.
_____	4:00	National anthem.
_____	2:15	PA reads welcome and team match-ups.
_____	2:00	Player introductions (starters only).
_____	0:00	Horn sounds.
FIRST AND SECOND QUARTERS		
	15:00	Face-off.
HALFTIME (15 minutes)		
	15:00	Countdown begins once final players leave the field.
THIRD AND FOURTH QUARTERS		
	15:00	Start of second half.
POST GAME		
	0:00	Game concludes.

NOTE: Teams can each call up to two Team Called Timeouts per half.

The 40-Minute clock will not start until the field is cleared from the first game and teams for the second game are on the field.

TIME of DAY	SCOREBOARD CLOCK	EVENT (Game 2)
_____	40:00	Field is available to both teams.
_____	12:00	Officials notify teams for coin toss.
_____	10:00	Captains meet with officials for coin toss.
_____	3:00	Teams must be on the field.
_____	0:00	Horn sounds. Teams clear the field. National anthem introduction PA read.
_____	0:00	PA reads welcome and team match-ups.
_____	0:00	Player introductions (starters only).
_____	0:00	Horn sounds.

FIRST AND SECOND QUARTERS

15:00 Face-off.

HALFTIME (15 minutes)

15:00 Countdown begins once final players leave the field.

THIRD AND FOURTH QUARTERS

15:00 Start of second half.

POST GAME

0:00 Game concludes.

NOTE: Teams can each call up to two Team Called Timeouts per half.

Appendix C • Officials Meeting Agenda



A G E N D A

National Collegiate Athletic Association
2025 Division III Men's Lacrosse Officials Meeting

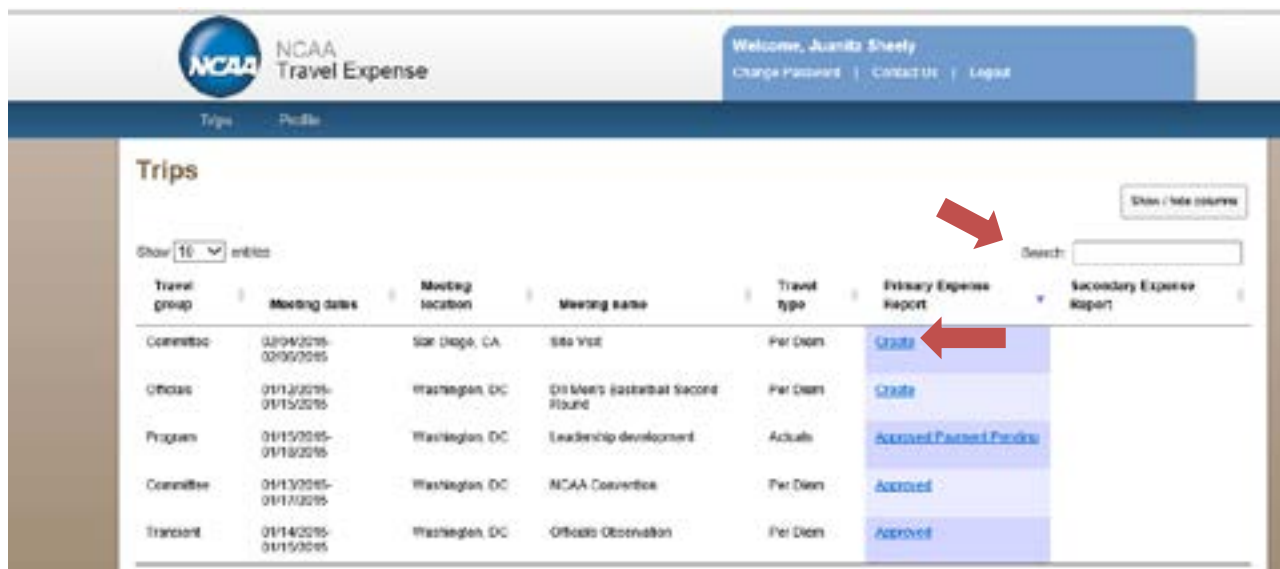
The NCAA representative will review the following items at the officials' meeting. Participants include host institution personnel (tournament director, officials' liaison) and officials.

1. Introductions of officials and game committee.
2. Review game times and assignments.
3. Remind officials to avoid fraternizing with coaches and participants.
4. Review officials' uniform.
5. Distribute NCAA patches.
6. The NCAA representative will serve as liaison between officials and coaches.
7. Review responsibilities of scorer's, timers and ball chasers.
8. Review officials' fee and transportation/per diem reimbursements.

Appendix D • 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 displays the NCAA Travel Expense system interface. At the top, there is a header with the NCAA logo and 'NCAA Travel Expense'. A welcome message for 'Juanita Sheely' is visible, along with links for 'Change Password', 'Contact Us', and 'Logout'. Below the header, there are tabs for 'Trips' and 'Profile'. The main content area is titled 'Trips' and includes a 'Show 16 entries' dropdown and a 'Search' box. A table lists travel groups with columns for 'Travel group', 'Meeting dates', 'Meeting location', 'Meeting name', 'Travel type', 'Primary Expense Report', and 'Secondary Expense Report'. The first row shows a 'Committee' trip to San Diego, CA, with a 'Per Diem' travel type. The 'Primary Expense Report' column for this row contains a 'Create' link, which is highlighted by a red arrow. Other rows show various other trips with different statuses like 'Create', 'Approved', 'Paid', and 'Pending'.

Travel group	Meeting dates	Meeting location	Meeting name	Travel type	Primary Expense Report	Secondary Expense Report
Committee	01/04/2015-02/05/2015	San Diego, CA	Site Visit	Per Diem	Create	
Officials	01/12/2015-01/15/2015	Washington, DC	Division III Men's Basketball Second Round	Per Diem	Create	
Program	01/15/2015-01/18/2015	Washington, DC	Leadership development	Actuals	Approved Paid/Pending	
Committee	01/13/2015-01/17/2015	Washington, DC	NCAA Convention	Per Diem	Approved	
Transient	01/14/2015-01/15/2015	Washington, DC	Officials Observation	Per Diem	Approved	

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

Approvals > Approving Expense Report

Expense Report

Event dates: 02/11/2015 - 02/15/2015
 Purpose of trip: Site visit
 Location: San Diego, CA
 Travel dates: 02/10/2015 - 02/15/2015

Expenses

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

Select To Add Expense

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

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

Trips > Editing Expense Report

Expense Report

Committee/program:
 Meeting dates: 02/04/2015 - 02/05/2015
 Meeting name: Site Visit
 Location: San Diego, CA
 Travel dates: 02/03/2015 - 02/06/2015

Expenses

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

Select To Add Expense

- Meals
- Lodging
- Mileage @ 0.50
- 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 1006 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) * 10 300

Mileage @ 0.50 400 212

Lodging 102.35 Browse... No file selected. stuck in connecting city overnight

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 1060 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 RI
Postal code 02204
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	FBC	
Account type	Savings	
Routing number	071923436	
Account number	123852	

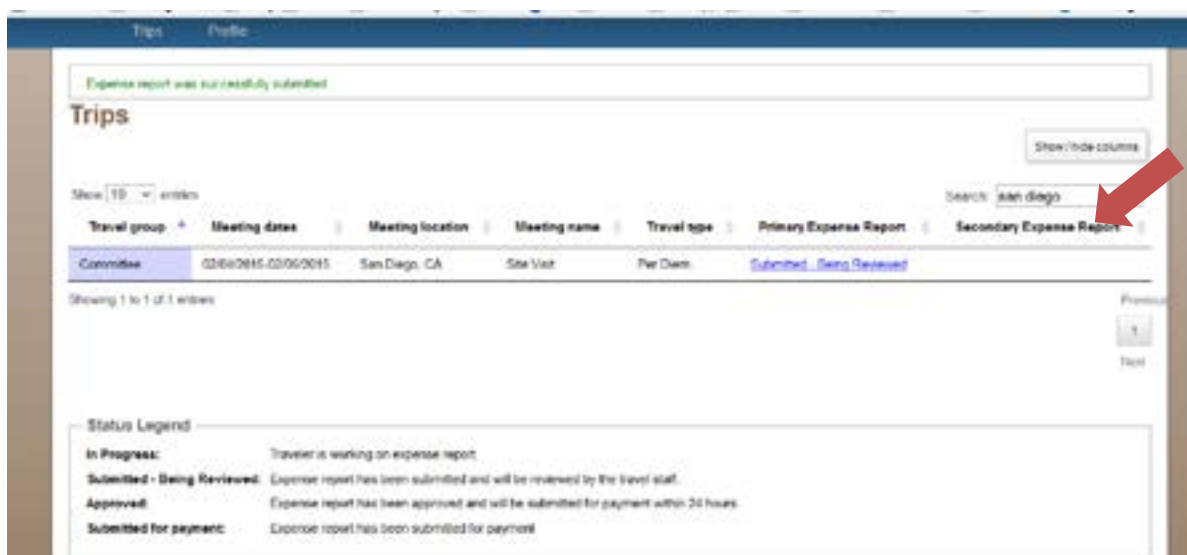
Modify Bank

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.



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.



Travel group	Meeting dates	Meeting location	Meeting name	Travel type	Primary Expense Report	Secondary Expense Report
Committee	02/04/2015-02/05/2015	San Diego, CA	Site Visit	Per Diem	Submitted - Being Reviewed	

Showing 1 to 1 of 1 entries

Search:

Show/Hide columns

Page 1 of 1

Next

Previous

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 30 hours.
- Submitted for payment: Expense report has been submitted for payment.

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

Appendix E • Travel Party Form

NCAA Division III Men's Lacrosse Championship Travel Party Roster

Institution: _____

Round: _____

Please list each student-athlete and their uniform number from your institution's squad list (Maximum of 32).

- | | |
|-----------|-----------|
| 1. _____ | 17. _____ |
| 2. _____ | 18. _____ |
| 3. _____ | 19. _____ |
| 4. _____ | 20. _____ |
| 5. _____ | 21. _____ |
| 6. _____ | 22. _____ |
| 7. _____ | 23. _____ |
| 8. _____ | 24. _____ |
| 9. _____ | 25. _____ |
| 10. _____ | 26. _____ |
| 11. _____ | 27. _____ |
| 12. _____ | 28. _____ |
| 13. _____ | 29. _____ |
| 14. _____ | 30. _____ |
| 15. _____ | 31. _____ |
| 16. _____ | 32. _____ |

Please list the five additional individuals that will complete your official travel party of 37.

- | | |
|-----------|-----------|
| 33. _____ | 36. _____ |
| 34. _____ | 37. _____ |
| 35. _____ | |

Please list the thirteen additional individuals, two of which must be medical personnel, who are permitted in your bench area for a total of 50.

- | | |
|----------|-----------|
| 1. _____ | 8. _____ |
| 2. _____ | 9. _____ |
| 3. _____ | 10. _____ |
| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ | |

Appendix F • Lightning Weather Instructions

NCAA LIGHTNING DETECTION PROCEDURES

MXVISION WEATHERSENTRY ONLINE®

MxVision WeatherSentry Online is a Web-based and mobile application subscription to a lightning detection and weather monitoring system. Once you are selected as a host institution, you must complete the “MxVision WeatherSentry Online Registration”. Click [here](#) to complete the registration. Your site specific User Name and Password will be emailed 48 hours before the start of your event.

NOTIFICATION EMAIL AND MONITORING LOCATION

After you receive your registration confirmation from DTN, you should confirm that the correct monitoring information has been entered.

1. Log on to <http://weather.dtn.com>. You will be asked for your user name and password. Enter the information that was provided to you from DTN. All information is case sensitive. You can also download the app search “WeatherSentry” and use same login and password as the desktop ..also case sensitive
2. Once you have entered the site, you will see your “Dashboard” screen. Under “choose a location” you will see a link for “manage locations” Verify that your site information is listed as the monitoring site. Please note that any changes in the “Settings” area must be completed by clicking on “Save Changes” at the bottom right of the screen.
3. Once you have verified your site, you should verify that your notification devices are properly identified. Click on the “settings” icon on top right and then “Recipients.” This will allow you to view the email addresses or SMS text that will be used to notify you in the event of lightning in your immediate area or inclement weather.
4. Once your contact device has been established and verified, click on the “blue edit icon.” To the right of the names This will allow you to designate “Quiet Periods” or times when you will not receive any notifications. It is recommended that “Quiet Period 1” be set from midnight until the time you would like to begin receiving notification and that “Quiet Period 2” be set from the time you would like to stop receiving notification until midnight.
5. Once your event is over, return to the “settings” then “recipients” . UNCHECK the enable box for each email address/phone number. This will discontinue all notifications to those devices.

VIEW PERSONAL MAP

From the “Dashboard” screen, you can click on the radar image. This will enlarge the radar image of your area. You will see the warning and the alert rings for the lightning monitoring for your site.

Here are some helpful tips for using this page:

1. On the top of the screen, layers, you can click on any of the boxes to customize the view of your local map with as much or as little information that you would like. The alert ring is a 30-mile radius from your competition site and the warning ring is an eight-mile radius from your site. Once lightning enters your alert site, you should begin preparations to protect the student-athletes and spectators. Once lightning enters the warning ring, you must stop competition and move student-athletes and spectators to safe areas. You may not begin any activity until 30 minutes have passed since the last lightning strike inside the warning ring. Lightning strikes will disappear from the screen once they are 30 minutes old.
2. You can put the radar in motion by clicking on arrow at the bottom of the page. This will assist you in tracking rain activity in your area.
3. The information in the PrecipTimer® and the Lightning Manager® on the Dashboard will show you current activity in your area. Red equals stop under Lightning Manager meaning lightning is in your warning area along with a countdown timer defaulted at 30 minutes.

Please take some time to become familiar with the features of this product. For example, you can obtain direct information from the National Weather Service or an hourly forecast for your location by using the tabs on the left side of the Home screen.

PROGRAM SUPPORT <https://weathersentry.dtn.com/>

In the event that you are having difficulty using this program, please use the Help section located on the upper right side corner of the screen. This will have many answers to questions regarding the function of this system.

If you need technical support, call 1-800-610-0777 and select option 2 for service.