



2024 DIVISION III WOMEN'S
LACROSSE
CHAMPIONSHIP

SITE REPRESENTATIVE
2023-24 MANUAL

Division III Women's Lacrosse

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 Conflict of Interest	4
Section 3•2 Neutrality	4
Section 3•3 Evaluations	5
Section 4 • Important Dates	6
Section 5 • Responsibilities	7
Section 6 • Game Management	10
Section 6•1 Bench Assignments	10
Section 6•2 Practices	10
Section 6•3 Pregame	10
Section 7 • Travel, Lodging and Expense Reimbursement	12
Section 7•1 Travel	12
Section 7•2 Lodging	12
Section 7•3 Expense Reimbursement	12
Section 7•4 Team Transportation Contact Numbers	12
Section 8 • NCAA Administrative Guidelines	13
Section 8•1 Logo Policy	13
Section 8•2 Misconduct Statement	13
Section 8•3 Failure to Adhere to Policies	13
Section 8•4 Use of Tobacco Products	13
Section 8•5 Drug-Testing Statement	13
Section 8•6 Inclement Weather	15
Appendix A • FAQ	17
Appendix B • Site Representative Teleconference Agenda	18
Appendix C • Participating Team Conference Call Agenda With Notes	19
Appendix D • Administrative Meeting Agenda With Notes	22
Appendix E • Officials Meeting Agenda With Notes	25
Appendix F • Travel Expense System – Traveler User Guide	26
Appendix G • Lightning and Weather Guidelines	32
Appendix H • Misconduct Reporting Form	34

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 2024 NCAA Division III Women's Lacrosse 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 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 pre-championship manual and the host operations manual. NCAA site representatives also are responsible for conducting the participant teleconference, administrative meeting and the officials meeting before the start of preliminary-round competition.

Please note: **A virtual Microsoft Teams meeting will be conducted at 11 a.m. Eastern time Thursday, May 2, for all potential site representatives and NCAA staff to review duties and responsibilities.** Please refer to [Appendix B](#) for the teleconference agenda and call-in information.

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

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

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

If you have any questions or concerns, please contact the NCAA staff or women's lacrosse committee chair.

On behalf of the NCAA and the Division III Women's Lacrosse 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 the preliminary rounds of the championship.
- To conduct championship competition according to the policies and procedures outlined in the pre-championship manual and host operations manual.
- To conduct a participant teleconference with teams, administrators and host.
- To conduct the administrative meeting and officials meeting in conjunction with the championship.
- To serve as a resource for visiting teams and tournament director.
- To complete the site evaluations.
- To communicate in a timely fashion to 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

Kevin Alcox

Assistant Director, Championships and Alliances
P.O. Box 6222
Indianapolis, IN 46206-6222
Phone: 317-917-6085
Cell: 317-749-9783
Email: kalcox@ncaa.org

Bryce Peters

Assistant Coordinator, Championships and Alliances
P.O. Box 6222
Indianapolis, IN 46206-6222
Phone: 317-917-6855
Email: bpeters@ncaa.org

DIVISION III WOMEN'S LACROSSE COMMITTEE

REGION I**Kate Livesay**

Head Women's Lacrosse Coach
Middlebury College
Cell: 860-951-5367
Email: klivesay@middlebury.edu

REGION II**Erica Adams**

Head Women's Lacrosse Coach
Bridgewater State University
Cell: 617-699-0466
Email: erica.adams@bridgew.edu

REGION III**Jeff Siegel, chair**

Associate Athletics Director
Rochester Institute of Technology
Cell: 860-558-5746
Email: jssatl@rit.edu

REGION IV**Janice Luck**

Director of Athletics
Albright College
Cell: 610-921-7824
Email: jluck@albright.edu

REGION V**Caitlin Moore**

Associate AD/Senior Woman Administrator
University of Mary Washington
Cell: 713-248-2295
Email: ceric5ne@umw.edu

REGION VI**Brittney Morris**

Head Women's Lacrosse Coach
St. Mary's College of Maryland
Cell: 404-787-7080
Email: bsmorris@smcm.edu

REGION VII**Michael Schulist**

Director of Athletics
Carroll University (Wisconsin)
Cell: 414-750-2469
Email: mschulis@carrollu.edu.com

For additional information about the Division III Women's Lacrosse Championship, contact:

Kevin Alcox

Assistant Director, Championships and Alliances
P.O. Box 6222
Indianapolis, IN 46206-6222
Phone: 317-917-6085
Email: kalcox@ncaa.org

Jeff Siegel

Associate Athletics Director
Rochester Institute of Technology
Cell: 860-558-5746
Email: jssatl@rit.edu

Section 3 • Selection and Overview

Section 3•1 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•2 Neutrality

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

Section 3•3 Evaluations

SITE REPRESENTATIVE EVALUATION

In order to obtain immediate feedback on a championship site, we ask that each site representative fill out the electronic link sent after the completion of each round of competition and enter information regarding issues, concerns, highlights, etc.

OFFICIALS EVALUATION

In order to obtain feedback on the officials, we ask that each site representative also provide feedback on the officials at the site they served.

Section 4 • Important Dates

2024 DIVISION III WOMEN’S LACROSSE IMPORTANT DATES

Mandatory Site Representative Training	Thursday, May 2, at 11 a.m. Eastern time
First- and Second-Round Participant Calls	Tuesday, May 7, at 11 a.m. local to host
Arrival On Site for First-Round Practices	Friday, May 10
First-Round Games	Saturday, May 11
Arrival On Site for Second-Round Practices	Saturday, May 11
Second-Round Games	Sunday, May 12
Regionals Participant Calls	Monday, May 13, at 11 a.m. local to host
Arrival On Site for Regionals Practice	Friday, May 17
Regionals	Saturday-Sunday, May 18-19

**Institutions with a Sunday No-Play policy will play on Friday and Saturday instead of Saturday and Sunday.*

Section 5 • Responsibilities

NOT LATER THAN THREE DAYS BEFORE COMPETITION

- Contact tournament director:
 - Review teleconference agenda.
 - Confirm hotel accommodations for team and officials, if needed.
 - Confirm your arrival time and hotel accommodations, if needed.
 - Confirm game and practice times.
 - Discuss neutrality.
 - Discuss equipment to be received and equipment to be provided.
 - Confirm date, time and location of administrative and officials meeting.
 - Security/safety plan.
 - Ensure host medical staff are prepared to be at practices and game(s).
 - Discuss locations of:
 - Media/interview areas.
 - Athletic training room area.
 - Videotaping and photography areas.
- Lead call with host and teams.

NOT LATER THAN ONE DAY BEFORE COMPETITION

- Check with host on the following shipments:
 - NCAA signage.
 - Game balls.
 - Merchandise from Event1.
 - Participant medallions.
 - Programs (if applicable).
- Review drug-testing policies and procedures if your site is chosen.
- Check in with tournament director.
- Check in with visiting team to make sure there are 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 team arrives.
- Meet with tournament director to discuss the following:
 - Entrances – public, teams, officials, staff.
 - Ticket locations.
 - Credentials/players – pass list.
 - Communication (radios), if necessary.
 - Crowd control.
 - Review pregame schedule.
 - Check to be sure equipment is ready.
 - Expected media.
 - Band/spirit squad/mascot procedures, if applicable.
 - Personnel placement.
 - Review of security plan and inclement weather plan (if needed).

DIVISION III WOMEN'S LACROSSE

- Perform a facility walk-through. Review the following:
 - Check field for proper markings.
 - Press box.
 - Team bench areas.
 - Scorer's table.
 - Media/interview area, if applicable.
 - Locker rooms (teams and officials) and security.
 - Merchandise sales area.
 - Program sales area, if applicable.
 - Overall look and treatment of facility.
 - Signage – **all commercial signage must be removed or covered.**
 - Scoreboard – **advertising covered or removed.**
 - Ensure that host has tested all electronic equipment.
 - Videotaping/photography areas.
 - Scouting seats, if applicable.
 - Athletic training room.
- Miscellaneous:
 - Make sure athletic trainer is available at all practices.
 - Make sure NCAA logo rule is being observed.
 - Equipment for both teams checked.
 - Merchandise and programs availability.
 - 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 during awards ceremony).
 - Confirm SID is prepared to report results at conclusion of competition.
 - Review script with communications representative/PA announcer.
- Conduct administrative meeting:
 - Review NCAA administrative policies.

DAY OF COMPETITION

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

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

DURING GAME

- Monitor crowd for inappropriate behavior, noisemakers and/or signage. Have security remove items, if necessary.
- Monitor coaches' and players' behavior.

HALFTIME

- Be sure that officials and teams are escorted on and off the field.
- Check in with scorer's table and press box.
- Monitor the teams returning to the field.
- Perform a recount of bench limit size.

BEFORE THE END OF GAME

- Ask the tournament director to provide you with an accurate count of game attendance.
- Make sure host personnel is prepared for end-of-game security and media needs, if applicable.

END OF GAME

At end of game, make sure officials are safely off the field.

- Monitor end-of-game handshakes and make sure teams leave the field in a timely manner.
- Assist with awards ceremony.
- If a misconduct occurred, please contact the NCAA championship administrator immediately.
- Attend media interviews (if applicable) and make sure the 10-minute 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 non-advancing team and thank head coach and team for being part of the championship.

BEFORE LEAVING SITE

- Remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of before departing.
- Call or email NCAA championship administrator and provide a quick report.

WITHIN 48 HOURS AFTER GAME

- Complete evaluations.
- Submit expenses via online Travel Expense System once you receive the email notification that you have been authorized to file your expenses.

Section 6 • Game Management

Section 6•1 Bench Assignments

The home team (the team on the top portion of the bracket) will be assigned the bench to the right (facing the scorer's table from the field).

Section 6•2 Practices

Practice access to all designated host-site fields is limited to the day before and the day of competition, weather permitting. If this is not possible, a practice field will be available to all teams the day before the game. All practices held the day before games will be closed with the exception of credentialed media and credentialed participants. The host institution is required to provide one set of goal cages for each team on the practice field and at the alternate indoor facility.

Participating teams are limited to a maximum of 32 student-athletes for competition and game warmup. For team practices and shoot-arounds only, there is no limit to the number of student-athletes who can participate.

Teams participating in first-round contests are entitled to one practice opportunity on Friday for 90 minutes. These teams will have priority in scheduling practice times over the team that does not compete in the first round.

For second-round contests, the team that is not competing in the first-round contest will have the option of practicing on the game field three and a half hours before or an hour after the first-round contest on Saturday for 90 minutes.

For practice and warmups, the game clock will start at the designated time from the schedule regardless if the participating team is on the field.

On game days, each team is guaranteed 45 minutes on the game field for its pregame warmup before the introduction of the players.

For all rounds, except the championships, practice times will be assigned during each respective round conference call based upon travel distance for each team to the site. No team will be permitted to practice on the game field at any time other than its officially assigned time. Teams are permitted 90 minutes of practice on the game field (weather permitting). Indoor facilities should be utilized only in the occurrence of inclement weather and not in addition to the assigned 90 minutes of practice time, including warmup.

REGIONAL COMPETITION

Teams will select available practice slots based on distance traveled (i.e., the team traveling the farthest has the first choice).

- **Friday.** 1½-hour time slots (local host time).
- **Saturday.** There are no practice times at regionals on Saturday.
- **Sunday.** Shoot-arounds are limited to 30 minutes. Shoot-around times: 9 to 9:30 a.m. and 9:35 to 10:05 a.m. (for 1 p.m. game time) OR 10:30 to 11 a.m. and 11:05 to 11:35 a.m. (for 2:30 p.m. game time).

Section 6•3 Pregame

This pregame schedule must be followed for every game and will allow for a standard warmup procedure at every competition site. Note: It is important that each team remain on its side of the field for all pregame activities.

As part of the pregame protocol, once a team's sticks are checked, the sticks should not be removed from the field of play before the start of the game. If the team or an individual player leaves the field for any reason after the completion of the stick check, all sticks must remain in the bench area. Game officials may amend this policy in situations, such as inclement weather, when teams return to the locker rooms.

Once the pregame countdown clock has started, each team will conduct any pregame warmup on its half of the playing field only. On-field warmup should not begin until the pregame countdown clock has started.

This pregame schedule must be followed for every game and will allow for a standard warmup procedure at every competition site. Below, an 11:30 a.m./2:30 p.m. game-times example is given. Adjust accordingly for 1 p.m. (for first-/second-round), and 1 p.m. and 4 p.m. (for regionals) game times.

Clock Time	Actual Time	Activity
45:00	10:30 a.m.	Pregame warmup for game
10:00	11:05 a.m.	Coaches/officials meeting
5:00	11:10 a.m.	Captains meeting
0:00	11:15 a.m.	Field cleared
	11:25 a.m.	Introduction of teams
	11:27 a.m.	National anthem
	11:30 a.m.	Game begins

If an institution is hosting a two-game session, the following time schedule will be utilized:

Clock Time	Actual Time	Activity
45:00	1:30 p.m.	Pregame warmup
10:00	2:05 p.m.	Coaches/officials meeting
5:00	2:10 p.m.	Captains meeting
0:00	2:15 p.m.	Field cleared
	2:25 p.m.	Introduction of teams
	2:30 p.m.	Game begins

If a game falls behind schedule, a 45-minute warmup is guaranteed for the second game. Adjust all times accordingly.

NATIONAL ANTHEM

The national anthem will be played once per session (one session is equal to all games played on the same day at the same site).

When the public address announcer indicates the playing of the national anthem, players shall face the flag. Players shall remain stationary, quiet (unless singing along with the national anthem) and shall be respectful through completion of the national anthem.

Section 7 • Travel, Lodging and Expense Reimbursement

Section 7•1 Travel

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

Section 7•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 7•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 and you have received an email authorization, please file your expenses via the online Travel Expense System.

Section 7•4 Team Transportation Contact Numbers

SHORT’S TRAVEL MANAGEMENT

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

NCAA TRAVEL GROUP

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

Section 8 • NCAA Administrative Guidelines

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

Section 8•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 8•2 Misconduct Statement

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

Section 8•3 Failure to Adhere to Policies

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 8•4 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 8•5 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.

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.

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 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 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.

Section 8•6 Inclement Weather

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

LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA has made arrangements through WeatherSentry 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 complimentary 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 WeatherSentry system so he or she can receive the weather updates.

SEVERE WEATHER POLICY

In case of severe weather, the host institution's regular severe weather policy will be followed during all practices and games. Institutions with questions in establishing such a policy should refer to the NCAA Sports Medicine Handbook, guideline 1-E, Lightning Safety, which may also be found in [Appendix G](#).

If a game is delayed, the following warmup times will be allowed before restarting play:

- Up to 45-minute delay – 10-minute warmup.
- 46- to 60-minute delay – 15-minute warmup.
- More than one-hour delay – 20-minute warmup.
- The warmup times may be waived if both coaches agree.

Appendixes

Contents

Appendix A • FAQ	17
Appendix B • Site Representative Teleconference Agenda	18
Appendix C • Participating Team Conference Call Agenda With Notes	19
Appendix D • Administrative Meeting Agenda With Notes	22
Appendix E • Officials Meeting Agenda With Notes	25
Appendix F • Travel Expense System – Traveler User Guide	26
Appendix G • Lightning and Weather Guidelines	32
Appendix H • Misconduct Reporting Form	34

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.
- Q. The losing team at my site does not want to be recognized on the field during the postgame announcements. Are they required to go through postgame recognition?**
- A.** Sportsmanship is an essential part of NCAA championships and Division III athletics. As such, student-athletes and coaches should welcome the opportunity to be recognized following each game throughout the championship, even in the event that they fail to advance. Site representatives should address postgame protocol at the administrative meeting on site. In the event that a coach has considerable issues with the postgame protocol specific to the recognition of non-advancing teams, the site representative should address the postgame protocol with the given coach at that time. It is the desire of the NCAA Women's Lacrosse Committee and NCAA staff for non-advancing student-athletes to be recognized on-field following each game. At a minimum, a non-advancing team should be represented by one coach and one student-athlete during the postgame recognition ceremony. In addition, both teams should remain on the field for the presentation, regardless of how many coaches and student-athletes are actually taking part in the ceremony.

Appendix B • Site Representative Teleconference Agenda

Introduction.

- a. Welcome.
- b. Introductions/roll call.
- c. Contact information for committee chair and championship administrator.
1. Review of site representative packet (refer to email contents).
2. Role of NCAA site representative.
3. Participating team teleconference (refer to participant teleconference agenda).
4. Misconduct/Failure to Adhere to Policies and Procedures.
5. Drug testing.
6. Safety and security information.
7. Team practices.
8. Day of game.
 - a. Weather system/lightning policy.
 - b. Game officials notification and meeting.
 - c. Administrative meeting.
 - d. Travel party/squad size/bench size.
 - e. Signage.
 - f. Awards.
 - g. Protests.
 - h. Artificial noisemakers.
9. Postgame responsibilities.
 - a. Ensure results are submitted to the NCAA.
 - b. Expense reimbursement.
 - c. Complete evaluations.
 - d. Contact NCAA staff with any misconduct and/or issues or problems on-site, during practice, during the game and/or postgame.
10. Questions.
11. Adjournment.

Appendix C • Participating Team Conference Call Agenda With Notes

1. Introduction.

- a. Welcome and congratulations to participants.

Congratulations to participants and thank host.

- b. Introductions/roll call.

- c. Contact Information.

Tournament director should provide all contact information below to teams via email.

- (1) Host – Tournament director, SID, Trainer.

Tournament director should provide.

- (2) NCAA – Administrator, Committee Chair, Site Representative.

NCAA: Kevin Alcox (317-749-9783 [cell]; kalcov@ncaa.org)

Committee Chair: Jeff Seigel (860-558-5746) [cell]

Site Representative: _____

2. Logistics.

- a. Game dates/times. *See bracket.*

- b. Games committees.

The site representative will serve as chair of the games committee, which for preliminary rounds will be comprised of the host institution's tournament director and the head official.

- c. Meeting location/times.

Tournament director to provide both.

- (1) Administrative meeting.

- (2) Officials meeting.

- d. Schedule of events.

Please review the pregame schedule. Please remind teams that there will be an awards presentation after the game.

- e. Facility/field surface.

Tournament director to provide.

- f. Practice schedule.

Tournament director to provide (based on team travel distance to the site).

- g. Rules emphasis/modifications.

In addition to normal NCAA rules, there were memos sent out to the coaching and officials groups during the season. They can be found at ncaa.org/playing-rules/womens-lacrosse-rules-game. Please review these memos before the coaches/AD meeting and the head official will answer any questions you may have.

3. Teams.

- a. Transportation arrangements/arrival.

Confirm travel arrangements with visiting team(s).

- b. Lodging arrangements – location, contact at hotel, confirmation numbers (if applicable).

Confirm lodging arrangements and hotel contact.

- c. Bench/squad size/official travel party.

DIVISION III WOMEN'S LACROSSE

Bench size: Up to 50. (Total number of individuals who can be in the bench area. All bench personnel must be either a student-athlete or institutional personnel. Up to two of the bench personnel must be medical personnel. If institution does not have medical personnel, it should only have 36 in the bench area.)

Squad size: 32. (The total number of student-athletes who can be in uniform. No other members of the bench size are allowed to be in uniform.)

Travel party size: 37. (The total number of individuals who will receive travel and per diem reimbursement from the NCAA.)

- d. Travel party form - *must be submitted at the administrative meeting and no changes permitted after submission.*

- e. Uniforms (color) and logo policy.

Ask the home teams (top team on the bracket) what color their light-color jersey is.

Ask the other teams what color their dark-color jersey is.

Home team will be the team on top of the bracket. Visiting team will be the team on the bottom of the bracket.

Logo Policy - refer to [Section 8.1](#) and read it to them.

- f. Laundry - postgame collection methods. (First and second rounds and regionals).

Ask tournament director about laundry services.

- g. Locker room assignments.

Tournament director to provide.

- h. Practice.

All practices held the day before games are closed to all but credentialed media and credentialed participants. For team practice and shoot-arounds only, there is no limit to the number of student-athletes who can participate. For competition and game warmup, teams are limited to a maximum of 32 student-athletes.

- i. Athletic training/medical services.

Tournament director or host athletic trainer to provide.

- j. Tickets.

Review ticket prices. The minimum ticket prices for the first- and second-round games and regionals are \$6 for adults, \$3 for seniors and students with ID cards from the host or participating institutions, \$2 for children ages 3 to 12.

Tournament director to provide.

- k. Filming/videotaping of competing institutions.

For all rounds of the championship, there will be a direct video exchange with all teams at your preliminary site. Each institution will provide its two most recent games. Video must arrive by noon Eastern time on the Monday before competition. The preferred format for film exchange is 1.) online file transfer, and 2.) external file exchange (i.e., flash drive/memory stick). Third-party video access and online video libraries are permissible in addition to the direct exchange.

Host institutions are responsible for filming and providing film of each game to all participating teams at the site of competition for all rounds of the championship. Film must be delivered within an hour of game completion of the last game of the day.

On request and if available, each host should arrange for an elevated area for each team to film its own game. However, filming an opponent's game is not permitted. Each institution is permitted to use one camera and may film only that portion of the competition in which it participates. The film may not be used for any commercial purposes. An institutional representative shall contact the tournament director at the host institution to arrange for camera space at that site.

Scouting: Live scouting is permissible at all rounds of the tournament. If in-person scouting occurs at a site where the scout's team is not participating, the individual(s) shall pay the regular admission price.

- l. Event 1 Merchandise – team order information.
Deadline for team preorder for first and second rounds is TBD. Deadline for team orders for regionals is TBD. Merchandise also will be available on site. Deadlines included in memos sent to teams by NCAA staff.
- m. Participant medallions.
Each non-advancing team will receive 32 participant medallions.
 - (1) Ordering additional medallions. services.mtmrecognition.com/NCAA
- 4. Digital game programs. (Tournament director)
The game program is digital for the first and second rounds and the regionals. The host will have the link to the game program posted in the facility.
- 5. Media. (Tournament director)
 - a. Coverage/live stats.
Check to see if the host is planning to stream the game and/or live stats.
 - b. Media access/credentials.
Tournament director to provide.
- 6. Evaluations. (NCAA site representative)
Following the tournament, you will receive a link to a survey regarding your preliminary-round experience. Please take the time to fill it out and also send to your student-athletes to complete. The national committee reviews the survey results closely in an effort to continue to improve the championship.
- 7. Questions.
Any other questions at this time?
- 8. Adjournment. (NCAA site representative)
Thank teams and host; wish everyone good luck.

Appendix D • Administrative Meeting Agenda With Notes

The site representative, who is also the games committee chair, will conduct the administrative meeting at least two hours before the start of the game. The meeting should include administrative representatives, head coaches, game official representative and announcers. THIS MEETING IS MANDATORY FOR HEAD COACHES. The head official should be in attendance.

1. Welcome.

Congratulations to participants.

Thank host.

Introductions around the room.

2. NCAA Site Representative.

a. Games committee.

Identify the games committee. The games committee is comprised of the site representative, host institution's tournament director and the head official.

b. Schedule of events.

Review schedule of events and practice schedule (if practice has not occurred yet).

c. Squad size/travel party/bench area.

Bench size: 50. (Total number of individuals who can be in the bench area. All bench personnel must be either a student-athlete or institutional personnel. Up to two individuals in the bench size must be medical personnel or the bench size number is reduced by one or two.)

Squad size: 32. (The total number of student-athletes who can be in uniform. No other members of the bench size are allowed to be in uniform.)

Travel party size: 37. (The total number of individuals who will receive travel and per diem reimbursement from the NCAA.)

d. Inclement weather procedure.

The NCAA has made arrangements through WeatherSentry to provide a lightning detection and weather monitoring system. Weather will be monitored electronically. If a storm should approach and the games committee deems it necessary, all persons will be instructed to immediately leave the site and seek safe shelter. Specific instructions will be broadcast on the public address system.

The Division III Women's Lacrosse Committee/Games Committee, in conjunction with the host staff, will monitor and communicate those decisions to cease and restart competition accordingly throughout the weekend.

Severe Weather Policy

In case of severe weather, the host institution's regular severe weather policy will be followed during all practices and games. Institutions with questions in establishing such a policy should refer to the NCAA Sports Medicine Handbook, guideline 1-E, Lightning Safety.

If a game is delayed, the following warmup times will be allowed before restarting play:

- *Up to 45-minute delay - 10-minute warmup.*
- *46- to 60-minute delay - 15-minute warmup.*
- *More than one-hour delay - 20-minute warmup.*
- *The warmup time may be waived if both coaches agree.*

e. Uniforms.

Confirm that the uniform colors have remained the same from the participant call. The home team should wear light-colored jerseys, and all teams must wear exclusively the official uniform of their institution in competition and during related ceremonies.

- f. NCAA logo policy.
*Please read the logo policy found in **Section 8-1**.*
 - g. Bench assignments.
The home team (the team on the top portion of the bracket) will be assigned the bench to the right (facing the scorer's table from the field).
 - h. Shoot-arounds.
*Please review the practice schedule found in **Section 6-2** for more information.*
 - i. Travel party roster.
Make sure coaches are aware that they need to submit a travel party roster with starting lineup to alternate official. No changes are permitted after the administrative meeting.
 - j. Awards ceremony.
Awards ceremonies are MANDATORY unless there is an extenuating circumstance (i.e., force majeure, weather).
 - k. Misconduct.
*Please read the misconduct statement found in **Section 8-2**.*
 - l. Failure to adhere to policies and procedures.
*Please read the failure to adhere to policies statement found in **Section 8-3**.*
 - m. Drug testing.
*Please read the drug-testing statement found in **Section 8-5**.*
3. Local SID.
- Have the host SID review the following information:*
- a. Interview policy (cooling-off period)/press conference.
If media are in attendance, the SID should review the postgame interview policy and location of press conference.
 - b. Photographer.
SID should confirm if teams brought a team photographer. If so, SID should provide the designated field locations with teams.
 - c. Team introductions (clarifications/pronunciations).
Before meeting, SID should review team rosters (as listed on the visiting team's website or acquired from visiting team's SID). At meeting, SID should ask for clarification on names with difficult pronunciations.
 - d. Publicity and statistical information.
SID should explain that he/she will be providing the visiting team and the NCAA with stats of the game. In addition, the visiting team may submit to the NCAA any articles from the game.
4. Head official.
- Have the head official or officials representative review the following information:*
- a. Assignments.
 - b. Field markings.
 - c. Alternate official's duties.
 - d. Carding/misconduct.
 - e. Overtime/tie-breaking procedures.
 - f. Rule emphasis/modifications.
Any questions about the memos on the NCAA playing rules website, which were discussed during the participant call?
 - g. Stick measurements.

DIVISION III WOMEN'S LACROSSE

5. Host Institution - tournament director.

Have the host tournament director review the following information with teams:

- a. Facility.
 - b. Tickets.
 - c. Medical coverage.
 - d. Hospitality.
 - e. Merchandise.
 - f. Laundry.
 - g. Videotaping/scouting - policy and seats.
6. Adjournment.

Appendix E • Officials Meeting Agenda With Notes

Officials meeting should be not earlier than 90 minutes before each game and all officials should be at the meetings. There can be two meetings if there are two games in one day. Game 2 officials are not expected to be at a meeting 90 minutes before game one.

1. Welcome and introductions.
2. Review assignments/alternate official's responsibilities.
Head official should have this information.
3. Game timeline.
Review pregame protocol.
4. NCAA rules (points of emphasis).
 - *2022 and 2023 NCAA Rules Book.*
 - *Updates, memos and clarifications at [ncaa.org/playing-rules/womens-lacrosse-rules-game](https://www.ncaa.org/playing-rules/womens-lacrosse-rules-game).*
5. Inclement weather procedures.
The NCAA has made arrangements through WeatherSentry to provide a lightning detection and weather monitoring system. Weather will be monitored electronically. If a storm should approach and the games committee deems it necessary, all persons will be instructed to immediately leave the site and seek safe shelter. Specific instructions will be broadcast on the public address system.
The Division III Women's Lacrosse Committee/Games Committee, in conjunction with the host staff, will monitor and communicate those decisions to cease and restart competition accordingly throughout the weekend.
Severe Weather Policy
In case of severe weather, the host institution's regular severe weather policy will be followed during all practices and games. Institutions with questions in establishing such a policy should refer to the NCAA Sports Medicine Handbook, guideline 1-E, Lightning Safety.
If a game is delayed, the following warmup times will be allowed before restarting play:
 - *Up to 45-minute delay - 10-minute warmup.*
 - *46- to 60-minute delay - 15-minute warmup.*
 - *More than one-hour delay - 20-minute warmup.*
 - *The warmup time may be waived if both coaches agree.*
6. Review misconduct policy; inform officials that all rules regarding unsportsmanlike conduct or tactics and conduct of coaches and players are to be strictly enforced.
"Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the coaches of participating institutions to review and explain the policies related to misconduct."
7. Review alternate official carding policy.
Please review page 31 of the 2022 and 2023 Women's Lacrosse Rules Book.
8. Back-up goalkeeper can be warmed up by member of coaching staff.
9. Locker room assignments.
Tournament director should provide.
10. Security arrangements.
Tournament director should provide.
11. Hospitality.
Tournament director should provide.
12. Field check.
Head official should check field for proper lining, size, nets, field obstructions and bench area.
13. Adjournment.

Appendix F • Travel Expense System – Traveler User Guide

TRAVEL EXPENSE SYSTEM – TRAVELER USER GUIDE

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

Trips Profile

Welcome, Juanita Sheely
Change Password | Contact Us | Logout

Trips

Show / hide columns

Show 10 entries

Search:

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

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

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

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		

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

Remove

- 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.

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

- 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.

- 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

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.

- 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.

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.

Expense report was successfully submitted.

Trips

Show / hide columns

Show 10 entries

Search: san diego

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

Showing 1 to 1 of 1 entries

Previous 1 Next

Status Legend

In Progress: Traveler is working on expense report.

Submitted - Being Reviewed: Expense report has been submitted and will be reviewed by the travel staff.

Approved: Expense report has been approved and will be submitted for payment within 24 hours.

Submitted for payment: Expense report has been submitted for payment.

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

Appendix G • Lightning and Weather Guidelines

LIGHTNING SAFETY

July 1997 • Revised July 2013, June 2014

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Oceanic and Atmospheric Administration (NOAA) estimates that 40 fatalities and about 10 times that many injuries occur from lightning strikes every year. NOAA estimates that as many as 62 percent of lightning strike fatalities occur during outdoor organized sport activities. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. The references associated with this guideline are an excellent educational resource. Prevention should begin long before any intercollegiate athletics event or practice occurs by being proactive and having a lightning safety plan in place. The following steps are recommended to mitigate the lightning hazard:

1. Develop a lightning safety plan for each outdoor venue. At a minimum, that plan should include the following:
 - a. The use of lightning safety slogans to simplify and summarize essential information and knowledge. For example, the following slogan from the National Lightning Safety Institute is an effective guide: "If you see it, flee it; if you can hear it, clear it." This slogan reflects the fact that upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. No punishment or retribution should be applied to someone who chooses to evacuate if perceiving that his or her life is in danger due to severe weather.
 - b. Designation of a person to monitor threatening weather and to notify the chain of command who can make the decision to remove a team, game personnel, television crews, and spectators from an athletics site or event. That person must have recognized and unchallengeable authority to suspect activity.
 - c. Planned instructions/announcements for participants and spectators, designation of warning and all clear signals, proper signage, and designation of safer places from the lightning hazard.
 - d. Daily monitoring of local weather reports before any practice or event, and a reliable and accurate source of information about severe weather that may form during scheduled intercollegiate athletics events or practices. Of special note should be National Weather Service-issued

DANGEROUS LOCATIONS

Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. Typically, anything referred to as a "shelter" is not safe from lightning. Dugouts, refreshment stands, open press boxes, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are unsafe and may actually increase the risk of lightning injury. Other dangerous locations include high ground, bodies of water (pools, ponds, lakes) and areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people.

thunderstorm "watches" or "warnings," and the warning signs of developing thunderstorms in the area, such as high winds or darkening skies. A "watch" means conditions are favorable for severe weather to develop in an area; a "warning" means that severe weather has been reported in an area and for everyone to take the proper precautions. It should be noted that neither watches nor warnings are issued for lightning. An NOAA weather radio is particularly helpful in providing this information.

- e. Identification of, and a mechanism for ensuring access to, the closest safer buildings, vehicles, and locations to the field or playing area, and an estimate of how long it takes to evacuate to that location for all personnel at the event. A safer building or location is defined as:
 - Any fully enclosed building normally occupied or frequently used by people, with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using the shower, plumbing facilities, and electrical appliances, and stay away from open windows and doorways during a thunderstorm.
 - In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible nor a golf cart) with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protects occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal frame-

work of the vehicle. Some athletics events rent school buses as safer locations to place around open courses or fields.

2. For large-scale events, continuous monitoring of the weather should occur from the time pre-event activities begin throughout the event.
3. Venue-specific activity-suspension, venue evacuation, and activity-resumption plans:
 - a. Upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadia with large crowds. Lightning can strike from blue sky and in the absence of rain. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike 10 (or more) miles away from the rain shaft. Be aware of local weather patterns and review local weather forecasts prior to an outdoor practice or event.
 - b. Ensure a safe and orderly evacuation from the venue with announcements, signage, safety information in programs, and entrances that can also serve as mass exits. Planning should account for the time it takes to move a team and crowd to their designated safer locations. Individuals should not be allowed to enter the outdoor venue and should be directed to the safer location.
 - c. Avoid using landline telephones except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if the person and the antenna are located within a safer structure or location, and if all other precautions are followed.
 - d. To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning. A useful slogan is "half an hour since thunder roars, now it's safe to go outdoors." At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and

seeing the lightning channel itself to decide on re-setting the 30-minute "return-to-play" clock before resuming outdoor athletics activities.

4. Emergency care protocols: People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strike. Automatic external defibrillators (AEDs) are a safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

Note: Weather watchers, real-time weather forecasts and commercial weather-warning and lightning monitoring devices or services are all tools that can be used to aid in the monitoring, notification, and decision-making regarding stoppage of play, evacuation and return to play.

REFERENCES

1. Cooper MA, Andrews CJ, Holle RL, Lopez RE. Lightning Injuries. In: Auerbach, ed. *Management of Wilderness and Environmental Emergencies*. 5th ed. C.V. Mosby, 2007:67-108.
2. Price TG, Cooper MA: Electrical and Lightning Injuries. In: Marx et al. *Rosen's Emergency Medicine, Concepts and Clinical Practice*, Mosby, 6th ed. 2006; 22: 67-78.
3. National Lightning Safety Institute website: www.lightningsafety.com.
4. Uman MA. *All About Lightning*. New York: Dover Publications. 1986.
5. NOAA lightning safety website: www.lightningsafety.noaa.gov.
6. Walsh KM, Hanley MJ, Graner SJ, Beam D, Bazluki J. A Survey of Lightning Safety Policy in Selected Division I Colleges. *Journal of Athletic Training*. 32(3);206-210. 1997.
7. Holle RL. 2005: Lightning-caused recreation deaths and injuries. Preprints, 14th Symposium on Education, January 9-13, San Diego, California, American Meteorological Society, 6 pp.
8. The Weather Channel on satellite or cable, and on the Internet at www.weather.com
9. Walsh KM, Cooper MA, Holle R, Rakov V, Roeder WP, Ryan M. National Athletic Trainer's Association Position Statement. Lightning Safety for Athletics and Recreation. *Journal of Athletic Training*. 48(2);258-270. 2013

Appendix H • Misconduct Reporting Form

NCAA Championship Misconduct Reporting Form

Date: _____

Site: _____

Individual(s) involved in alleged act of misconduct:

_____ Institution: _____

_____ Institution: _____

_____ Institution: _____

_____ Institution: _____

_____ Institution: _____

Date of alleged act of misconduct:

Description of alleged act of misconduct. [Note: Include location, individuals involved, witnesses to act, alleged misconduct act.]

Supporting documentation included: Yes ☐ No ☐

Individual submitting report: _____ Date: _____

Send form to:
Championship Manager – John Bugner jbugner@ncaa.org