



SITE REPRESENTATIVE 2024-25 MANUAL

Division II Men's and Women's Soccer

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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 II Men's and/or Women's Soccer 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 II Men's and Women's Soccer Committees. 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](https://www.ncaa.org):

- [Prechampionship manual – Men](#)
- [Prechampionship manual – Women](#)
- [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 Division II men's or women's soccer chairs.

On behalf of the NCAA and the Division II Men's and Women's Soccer Committees, thank you for your time and efforts.

Section 1.2 Responsibilities of Site Representatives

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

- To serve as a representative of the NCAA during championship playoffs.
- To conduct championship competition according to the policies and procedure outlined in the prechampionships manual and host operations manual.
- To conduct the administrative meeting in conjunction with the championship.
- To conduct a prechampionship teleconference with teams, administrators and host (if applicable).
- To serve as a resource for visiting teams and tournament director.
- To complete an evaluation of the tournament site.
- 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

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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

For each round of the championship(s), links to electronic surveys will be sent out from the NCAA to the participating teams, tournament manager, officials and site representatives at the completion of competition.

Section 4 • Responsibilities

Section 4•1 Team Championships

IMMEDIATELY AFTER RECEIVING ASSIGNMENT

- Contact tournament director to arrange participant call and go over the agenda and talking points. **Call should take place not later than the day after selections.**

NOT LATER THAN DAY FOLLOWING SELECTIONS

- Lead call with host and teams (Appendixes).
- Contact tournament director:
 - Confirm your arrival time and hotel accommodations, if needed.
 - Confirm teams have made contact and hotel accommodations, if needed.
 - Confirm officials and hotel accommodations, if needed.
 - Confirm time for call with teams and host (date and time).
 - Confirm game, practice times and length of practice (60 minutes for all teams).
 - Confirm date, time, location for administrative and officials meeting.
 - Confirm time before administrative meeting to review agenda with host.
 - If inclement weather (e.g., snow) is expected, request contrasting colored game balls from NCAA championship manager.
 - Discuss neutrality.
 - Discuss equipment to be received and equipment to be provided (game balls, signage, patches).
 - Ensure security/safety plan is on file and review.
 - Ensure host medical staff are prepared to be at practices and game(s).
 - Discuss locations of:
 - Media/interview areas.
 - Training room area.
 - Videotaping and photography area.
 - Confirm method of video exchange between opponents beginning with the second round.

NOT LATER THAN TWO DAYS BEFORE COMPETITION/DAY BEFORE PRACTICE

- Check with visiting teams' administrators to be sure they have no issues with travel. Remind them of the administrative meeting. You will receive contact information from the national office after selections and after conclusion of the first/second rounds.
- Check with tournament director to see if he/she has questions.
- Check with host on the following shipments:
 - NCAA signage.
 - Game balls (Wilson Vivido – six balls per game on-site).
 - Merchandise from Event 1.
 - Participant medallions (24 per nonadvancing team).
- Review drug-testing policies and procedures if your site is chosen.

DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- 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 with tournament director and security personnel (if available).
 - Review pregame schedule.
 - Check to be sure equipment is ready (balls, nets, field, etc.).
 - 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.
 - Media/interview area.
 - Locker rooms (teams and officials) and security.
 - Merchandise sales area.
 - Digital program handouts.
 - Overall look and treatment of facility.
 - Signage – all commercial signage must be removed or covered. NCAA signage should be displayed within the competition venue.
 - Scoreboard – advertising covered or removed.
 - Test all electronic equipment.
 - Videotaping/photography areas, including location of video camera for streaming and video exchange.
 - Scouting seats, if applicable.
 - Training room.
 - Evaluator location, if applicable.
 - Band/spirit squad location, if applicable.
 - Nonparticipant seating, if applicable.
- Miscellaneous:
 - Make sure field is clear of snow before all practices (if applicable).
 - Make sure athletic trainer is available at all practices.
 - Make sure NCAA logo rule is being observed.
 - Game balls should be used during practice to scuff them up, if applicable.
 - Ensure teams adhere to designated practice times (60 minutes per team). **Teams with a bye may practice 90 minutes up until the day before competition and practice must take place on the same field as the other teams.**

DIVISION II MEN'S AND WOMEN'S SOCCER

- Equipment for both teams checked.
- Review parking.
- Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting. (Please see appendixes for a detailed site representative version of the meeting agenda.)
- Review institution checklist (host operations manual).
- Determine method for distribution of participant medallions to nonadvancing teams (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.
- Pretournament Meeting
 - Run meeting alongside tournament host (agenda in appendix).
 - Make sure each team's coach and administrator are present at the meeting.

DAY OF COMPETITION

Arrive at site a minimum of two hours before start of match. 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 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.
- Conduct officials meeting (provide agenda to head official before meeting).
- Check squad sizes and bench limits.
 - Men's soccer: Squad size - 24; bench limit - 32.
 - Women's soccer: Squad size - 24; bench limit - 32.
- Collect starting lineup forms 30 minutes before start of game and provide it to PA, if applicable.
- Chair the games committee, if action is necessary.

During Match

- 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 MATCH

- 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 MATCH

- At the end of the match, make sure officials are safely off of field.
- Observe players and coaches shaking hands and leaving field.
- Facilitate on-field award ceremony for eliminated team. Eliminated team is required to participate.
- If a misconduct occurs, please contact the NCAA championship manager and provide a detailed account. If video is captured, please ask host to maintain for committee use.
- 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.
- Notify NCAA championship manager of the final game score and of any red or yellow cards issued during the match.

BEFORE NEXT MATCH AT SITE

- Touch base with advancing coaches/team administrators to review the following:
 - Media requirements.
 - Uniform colors.
 - Warm-up and practice protocol.
 - Game time.
 - Award ceremonies.
 - Code of conduct.

BEFORE LEAVING SITE

- 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 and the host budget within 60 days of competition.
- Call/email NCAA national office with quick report.

WITHIN 48 HOURS AFTER MATCH

- Complete all requested evaluations.
- Complete misconduct/red card forms, if applicable.
- Submit Statement of Expense Form to NCAA when prompted by email from the online system. ([Appendix G](#))

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 for up to 500 miles to the host site. Visit [NCAA Travel](#) for additional travel information.

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, please submit expenses for reimbursement via the online travel expense system (see [Appendix G](#) for instructions).

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 by the NCAA championships committee member, NCAA championships staff or tournament manager 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 from your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. At individual championships, drug-testing couriers will be instructed to remind selected student-athletes of such.

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 6•5 Hydration Breaks

HYDRATION BREAKS Rule 5.6.1 – Effective since the 2019 season, when the WetBulb Globe Temperature (WBGT) is equal to or greater than 86 degrees Fahrenheit, hydration breaks of no less than two minutes around the 25-30-minute marks during the first half, and 70-75-minute marks during the second half are required. The WBGT measurements should be taken by appropriate host personnel before the game and again throughout the game. Appropriate host personnel will instruct the officials if the threshold for mandatory hydration breaks is met. The referee is responsible for informing the head coaches and implementing the hydration breaks. Additional hydration breaks are permissible at the discretion of the referee.

Section 6•6 Inclement Weather

In the case of inclement weather or other factors leading the referee to suspend a game, the officials, games committee and coaches shall refer to the NCAA Men's and Women's Soccer Rules. For NCAA championships competition, a game must be played for the full 90 minutes (as opposed to 70 minutes for the regular season) to be considered a completed game.

LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA has made arrangements through DTN to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff.

The site representative should request that the tournament director include his/her email and/or phone via text to the WeatherSentry system so he/she can receive the weather updates.

If lightning is detected within 30 miles of the site, you should prepare for inclement weather. If lightning is detected within eight miles of the site, you must stop competition and evacuate the teams, officials and spectators. Do not resume competition until 30 minutes after the last lightning strike within the eight-mile radius.

If a game is suspended, it will be the decision of the games committee and the referee to determine if the game can be continued that day. If conditions dictate that the game cannot be completed, the NCAA representative and tournament manager shall contact the NCAA championship manager (Eric Breece – men; Zach Christopher – women). Only after speaking with the appropriate championship manager may a game be suspended until the following day. Teams should be prepared with footwear for any playing surface.

If the decision is made to suspend play until the next day, play will resume at the exact time and score that play was halted the previous day.

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

Section 6•7 Misconduct/Red Card reporting

In the event of a misconduct or red card being issued, the site representative must contact the NCAA championship administrator (Eric Breece - men; Zach Christopher - women) to give a detailed account of the events leading up to and after the misconduct or red card was issued. Also ensure game officials enter appropriate information into the Arbiter reporting form.

Appendixes

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Appendix A • Division II Soccer Frequently Asked Questions

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

A: All officials are paid directly by the NCAA through a program called ArbiterPay. 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/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/her of what has occurred.

Q: A team has arrived late for its practice due to their 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: Will teams be allowed to wear white under our yellow uniforms and black under our maroon uniforms?

A: Those colors should be fine underneath the uniforms. They just need to ensure that they are still contrasting colors from the opposing team. The head official may want to inspect the uniforms prior to the competition but it appears that this would be within the rules. All visible undergarments must be the same color for all student-athletes on a team.

Q: One team is arriving the day before practice starts and wants to practice on the game field. Is this allowed?

A: If the host makes the competition field available the day before practice, then the host needs to notify the other teams at the site that the option is available for practice. The one-hour time limit still applies to the competition field.

Q: One of the teams in our first/second rounds wants to wear a black armband for a teammate who passed away this season. There is no logo on the armband. Is this permissible?

A: Check with the head official, but the NCAA does not have a problem with the armband to honor a teammate. However, the captain's armband must be clearly distinguishable and worn on the opposite arm.

Q: How is home team per diem calculated?

A: Contact the travel department at 317-917-6757 or travel@ncaa.org.

Q: What is the difference between the roster form that coaches bring to the administrative meeting and the form used for the pregame exchange?

A: The form in Appendix I of the Host Operations manual is what they use for the pregame exchange. There is no longer a need to exchange rosters at the administrative meeting.

Q: Does the host institution have to adhere to the practice guidelines on Thursday, Friday, and Saturday since they don't play until Sunday?

A: Yes. The site is considered neutral once teams arrive so all have to adhere to the same practice policies. However, the team with a bye may practice for 90 minutes up until the day before competition.

Q: When will the host be notified of who the officials are? How will the hosts know if they need hotel rooms?

A: As soon as the assignments are accepted through Arbiter then the NCAA will send the information to the tournament director and the site rep. Officials have to accept their assignment before we can send out the information. Hopefully this will come through Tuesday or early Wednesday. Hosts should hold rooms and assume that officials will need them. They can then release those rooms once official assignments are made.

Q: How are the game balls distributed? Will each team receive balls after the competition is over or does the host keep them?

A: The non-advancing team receives one game ball and the others stay with the host. The officials don't receive any.

Q: The host institution already has the same weather monitoring service as the one the NCAA provided; do we need to register again?

A: No, you may use your current system, although it is encouraged to use the NCAA system as a back-up.

Q: My host will be covering the home section of their scoreboard for the first match. My tournament director is curious to see if they could just leave the home logo for Sunday's game or if they had to cover that logo with a sign.

A: Since the host is serving as a neutral site, the logo should be covered at all times if possible. If they're able to cover for the first game, we would ask that they keep it covered and replace it with a neutral team sign.

Q: Does the team administrator need to be present for practice?

DIVISION II MEN'S AND WOMEN'S SOCCER

A: Yes, team administrator should be present at practice. (Page 40 of the Host Operations Manual.)

Q: The teams do not have enough Wilson balls for their pre-game routine, is it ok for them to use their own balls?

A: Yes, teams can use their own balls in addition to the Wilson balls for their pre-game routine.

Q: Are we able to start games earlier if there is a threat of inclement weather?

A: Yes. Contact the NCAA championship manager and we will work with the tournament director, teams and officials to discuss options.

Q: Practice was cut short due to inclement weather. Can we have additional time on the game field?

A: Check to see if there is an indoor option or available non-competition field. You should comply with one hour on the game field.

Q: Can the travel party/roster change each round of competition?

A: No, a travel party/roster cannot change each round, rather it can change between weekend of competition. If there are travel party roster changes between the weekend competition, a revised travel party/roster must be submitted and the signed DII Code of Conduct form must also be updated (to reflect the current travel roster) and kept on file at the member's institution.

Q: Can the host web stream only the game they play in?

A: Per DII Championships policy, all games of the championship must be web streamed by the host institution.

Q: Does the host have to provide film exchange?

A: Host institutions are required to provide match film exchange to teams advancing, starting with second round matches.

Appendix B • Participant Teleconference Agenda



A G E N D A

National Collegiate Athletic Association
Division II Men's and Women's Soccer Preliminary Round
Participating Team Teleconference

1. Welcome and introductions.
2. Schedule of events.
 - a. Practice/game times.
 - b. Date, time and location of administrative meeting.
3. Team travel arrangements.
 - a. Official travel party (28 people).
 - b. Uniformed squad size (24 people).
 - c. Bench size (32 people).
 - d. Transportation.
 - e. Lodging.
4. Team administrator.
5. Bands (25 including director)/cheerleaders (12)/mascot (1).
6. Noisemakers.
7. Game/practice day information.
 - a. Team arrival times (practice/game).
 - b. Team parking/entrance.
 - c. Locker room assignments.
 - d. Field dimensions.
8. Games committee.
9. Team uniform colors.

DIVISION II MEN'S AND WOMEN'S SOCCER

NCAA Division II Men's and Women's Soccer
Preliminary Round Participating Team Agenda
Page No. 2

10. Filming/videotaping/scouting.
11. Medical services/athletic training and drug testing.
12. Game officials.
13. Game balls.
14. Press box and local media.
 - Radio/webcasting.
15. Tickets and credentials policy.
16. Code of Conduct- misconduct/sportsmanship.
17. Rule book.
18. Card accumulations (cards carry over).
19. Security arrangements.
20. Merchandise.
21. Participant medallions.
22. Questions.
23. Adjournment.

Appendix C • Participant Teleconference Checklist



AGENDA

National Collegiate Athletic Association

Division II Men's and Women's Soccer Preliminary Round Participating Team Teleconference

Site Representative Checklist

This checklist shall serve as a guide for the site representative to lead the preliminary round participating team teleconference. The host tournament director, as well as the athletics director, sports information director and coach from each participating institution must be on the call. Each bullet point corresponds with the bullet point on the agenda found in the previous appendix.

1. Welcome and introductions.
Introduce yourself and congratulate teams on their accomplishments. Have the tournament director and participating institutions introduce themselves and who is on the call from their staffs.
2. Schedule of events.
Review practice/game dates and times. The highest seeded team has priority for practice time selection, being mindful of arrival times for both teams. Remind the teams that each has an equal amount of practice time. Also review the date, time and location of the on-site administrative meeting. (Teams with a bye may practice for 90 minutes up until the day before competition on the same practice field as all teams.) If an alternate practice field is used for practice due to inclement weather, all teams must use the alternate field, including the host team.
3. Team travel arrangements.
 - a. Official travel party (28 people).
The NCAA will provide reimbursement and per diem for the official travel party for each institution.
 - b. Uniformed squad size (24 people).
Remind each team they are allowed 24 uniformed student-athletes on the bench.
 - c. Bench Size (32 people).
Above the 24 uniformed athletes each team may have up to eight additional people (can be a combination of non-athletes or student-athletes not in uniform). If additional student-athletes accompany the team, they must purchase a ticket and sit in the spectator area of the stadium.
 - d. Transportation.
Make sure teams have been able to arrange (or are arranging) travel.

DIVISION II MEN'S AND WOMEN'S SOCCER

NCAA Division II Soccer

Championship Agenda – Prelim Site

Page No. 2

- e. Lodging.
Confirm with the host that hotel rooms have been secured and where each team will be staying.
- 4. Team administrator.
Each team is required to have a designated individual identified from their institution as the on-site coordinator/administrator. If the individual is not sent or identified, a \$500 fine, with a private letter of reprimand will be issued. At this time, get the name and cell phone number of the team administrator.
- 5. Bands (25 including director)/cheerleaders (12)/mascot (1).
Confirm with each institution whether they will have a band, cheerleaders and/or a mascot. Each of these individuals, in uniform, will be admitted to the game(s) for free.
- 6. Noisemakers.
NCAA rules allow for selected artificial noisemakers to be used during play (cowbells, drums, thunder sticks, etc.). Whistles, air horns and electric amplification are still prohibited. During NCAA post-season play, the permitted noisemakers will be allowed unless the venue has prohibited these items. Additionally, any artificial noisemakers that event management staff deems as interfering with spectators ability to enjoy or watch the game will be removed.
- 7. Game/practice day information.
 - a. Team arrival times (practice/game).
Confirm when each time will be arriving at the competition venue for practices and games. Remind them that the higher seeded team has priority for practice times. (Teams with a bye may practice for 90 minutes up until the day before competition.)
 - b. Team parking/entrance.
The tournament director should be able to speak to entry and parking arrangements.
 - c. Locker room assignments.
Confirm locker room assignments for both teams. These locker rooms should be comparable in size.
 - d. Field dimensions.
The tournament director will be able to provide this information.
- 8. Games committee.
Identify the games committee. The committee will be made up of the site representative, the athletics director (or representative) from the host institution and the on-site administrator from each of the participating institutions.
- 9. Team uniform colors.

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Championship Agenda – Prelim Site

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Identify the color of both sets of uniforms (home and visitor – jersey, shorts and socks and goalie colors).

Women's soccer ONLY: Remind coaches that they must bring a photo or actual uniforms of field player, goalkeeper and any visible under garments to the administrative meeting.

Team: _____ **Home:** _____ **Visitor:** _____

Team: _____ **Home:** _____ **Visitor:** _____

10. Filming/videotaping/scouting.
Remind each team that they have the ability to film the games they are participating in. Video exchange is required beginning in the second round. Hosts are responsible for distribution to each team. All matches will be web streamed by host.
11. Medical services/athletic training and drug testing.
Ask the tournament director to speak to this information, covering when athletic trainers and medical staff will be on site, as well as the procedure for drug testing.
12. Game officials.
Confirm with the host that they have been in contact with the game officials and arrangements are underway for their arrival.
13. Game balls.
Confirm that the host has received game balls. Wilson will send each preliminary round host six (6) game balls for each match. The official game ball for the 2022 NCAA Championships is the Wilson VIVIDO. If inclement weather is expected, the host should request colored game balls from the NCAA championships manager.
14. Press box and local media.
Check with the host on space in the press box for media (if applicable).
 - Radio/webcasting.
Institutions may work with the NCAA to broadcast games. Check with each team if they plan to do this, as well as make sure the host can accommodate these arrangements.
15. Tickets and credentials policy.
Credentials should be provided to each member of the official travel party. No complimentary tickets are provided for NCAA championship games.
16. Code of Conduct- misconduct/sportsmanship.
Each institution is expected to complete the Division II Code of Conduct form before the start of competition to keep on file at its institution and made available on request by NCAA staff or sport committee. The sport administrator must also complete and submit the online form provided prior to competing in championship competition.

NCAA Division II Soccer
Championship Agenda – Prelim Site
Page No. 4

17. Rule book.
The 2023 and 2024 Soccer Rules and Interpretations will be followed.
18. Card accumulations (cards carry over).
Remind each institution of the card accumulation rule in effect and any carry over from the regular season should be adhered to for each round of the championship.
19. Security arrangements.
Ask the host to speak to security that will be in place before, during and after the game. Ensure that there will be adequate security for the officials prior to and after the game.
20. Merchandise.
Make sure teams are aware that merchandise is available for sale on-site if they were not able to take advantage of the pre-sale opportunity.
21. Participant medallions.
Each host will receive 24 participant medallions for the non-advancing teams. Confirm these have been received and inventoried as well as the plan for distributing them to the non-advancing team.
22. Questions.
Answer any questions the institutions may have.
23. Adjournment.

Appendix D • Administrative Meeting Agenda



A G E N D A

National Collegiate Athletic Association
Division II Men's and Women's Soccer Administrative Meeting

1. Welcome and Introductions.
2. Games Committee.
3. Rosters.
4. Suspended game policy.
5. NCAA Division II Code of Conduct.
6. Logo policy.
7. Drug testing.
8. Schedule of events and pre-game protocols.
9. Official travel party/bench limits.
10. Game balls and ball person policies.
11. Confirm uniforms.

	Home team player	Home goalkeeper	Visiting team player	Visiting goalkeeper
Shirt color				
Shorts color				
Sock color				
Visible Undergarment				

12. Medical/athletic training procedures.
13. Video policy and procedures.
14. Cheerleaders, bands and mascots.
15. Noisemakers.
16. Scorer and timer procedures.

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NCAA Division II Men's and Women's
Soccer Administrative Meeting Agenda
Page No. 2

17. Post-game media responsibilities.
18. Participant medallions (non-advancing team).
19. Other business.
20. Adjournment.

Appendix E • Administrative Meeting Agenda Checklist



A G E N D A

National Collegiate Athletic Association
Division II Men's and Women's Soccer Administrative Meeting Checklist
(Conducted by NCAA Site Representative)

1. Welcome and Introductions.
2. Games Committee.
Remind everyone of who the games committee is: The committee will be made up of the site representative, the athletics director (or representative) from the host institution, head referee and the on-site administrator from each of the participating institutions.
3. Rosters.
Remind coaches that NCAA rosters must be turned in to the officials, the opposing team, official scorer, host sports information director and drug testing crew chief (if applicable) 30 minutes prior to the start of the game.
4. Suspended game policy.
Review the suspended game policy and the role of event management and the games committee within this process. Refer to Section 6.5 of this manual. If play is suspended into the next day, play will resume where it left off. Must have 90 minutes for a complete game.
5. NCAA Division II Code of Conduct.
Read the below:
The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expects that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education, and promotes civility; therefore, championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition. Any institution who fails to submit the online form required for the sport administrator and have a complete and accurate signature page on file at the institution before the start of the first competition of the championship, will be issued a fine of \$500, with a private letter of reprimand to be sent to the to the conference commissioners, university chancellor/president, university athletics director, senior woman administrator, sports information director and compliance administrator.

6. Logo policy.

Read the below:

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

- a. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
- b. The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athletes institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

7. Drug testing.

Read the below:

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

8. Schedule of events and pre-game protocols

Review the schedule of events, to include the pre-game protocol, player introductions, national anthem and timing. The host tournament director will be able to assist.

9. Official travel party/bench limits.

The official travel party for both men's and women's soccer is 28. Remind teams that only the designated bench size 32 people are allowed in the bench area.

Above the 24 uniformed student-athletes each team may have up to eight additional people (can be a combination of non-athletes or student-athletes not in uniform). If additional student-athletes accompany the team, they must purchase a ticket and sit in the spectator area of the stadium.

Teams may request an additional team physician credential beyond the bench limit. This is for a team physician and/or doctor ONLY. Not for athletic trainer use.

10. Game balls and ball person policies.
The game ball is the Wilson VIVIDO. No other balls will be allowed on the pitch. A minimum of six (6) ball persons will be placed around the field, using a 6-ball rotation for each game.
11. Confirm uniforms.

	Home team player	Home goalkeeper	Visiting team player	Visiting goalkeeper
Shirt color				
Shorts color				
Sock color				
Visible Undergarment				

12. Medical/athletic training procedures.
Have the host athletic trainer speak to the procedures to be followed, and availability, for athletic training and medical emergencies.
13. Video policy and procedures.
Remind teams that they may only tape games that their team is participating in. Have the host show each team where the designated area is for filming. Video exchange is required beginning in the second round. Live streaming is required by hosts in all rounds of the NCAA tournament.
14. Cheerleaders, bands and mascots.
Confirm if each team will have cheerleaders, band members and/or a mascot at the game. Remind them of the size limits of each group (25 band members, 12 cheerleaders and 1 mascot).
15. Noisemakers.
NCAA rules allow for selected artificial noisemakers to be used during play (cowbells, drums, thunder sticks, etc.). Whistles, air horns and electric amplification are still prohibited. During NCAA post-season play, the permitted noisemakers will be allowed unless the venue has prohibited these items. Additionally, any artificial noisemakers that event management staff deems as interfering with spectators ability to enjoy or watch the game will be removed.

NCAA Division II Men's and Women's
Soccer Administrative Meeting Agenda
Page No. 4

16. Scorer and timer procedures.
Discuss timing procedures (end of game specifically) found in Rule 6.3.8 and 6.3.9 in the NCAA Soccer Rules book.
17. Post-game media responsibilities.
Remind teams of their media obligations. This will occur after the conclusion of the 10-minute cooling off period, starting with the advancing team.
18. Participant medallions (non-advancing team).
Have the host remind everyone how these will be distributed after the conclusion of the game. Only the non-advancing team shall receive the 24 participant medallions, meant for each participating student-athlete.
19. Other business.
The site rep will have a quick meeting with the coaches/team administrators of the advancing teams on the first day of competition to review pertinent items for practice and the next game(s).
20. Adjournment.

Appendix F • Officials Meeting Agenda



A G E N D A

National Collegiate Athletic Association
Division II Soccer Officials' Pre-Championship Meeting Agenda
(Conducted by NCAA Site Representative)

This meeting is mandatory and shall include the NCAA site representative, the tournament director and the officials.

1. Introduce, congratulate.
2. Review game times and assignments.
3. Remind officials to avoid fraternizing with coaches and participants.
4. Review officials' uniforms.
5. Distribute NCAA patches, if needed.
6. Review the Code of Conduct/misconduct statement. (Code of Conduct may be found at www.ncaa.org as well as inside the NCAA Division II Men's Soccer and Women's Pre-Championships Manuals.)
7. Inform officials that the NCAA site representative is the liaison between officials and coaches.
8. Review alternate official's responsibilities:
 - a. Timing problems.
 - b. Fouls assigned to correct player.
 - c. Bench misconduct.
 - d. Other.
9. Remind officials that all payments will be distributed through RefQuest, by the NCAA, not the host.
10. Officials Awards Program.
 - Ring/Watch. (Available for purchase. Information sent after the championship.)
11. Questions?

Appendix G • Travel Expense System – Traveler User Guide

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

Trips Profile

Welcome, Juanita Sheely
Change Password | Contact Us | Logout

Trips

Show / hide columns

Show 10 entries

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

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

NCAA Travel Expense

Welcome, Juanita Sheely
[Manage Users](#) | [Change Password](#) | [Contact Us](#) | [Logout](#)

[Trips](#) | [Batch Payments](#) | [Users](#) | [Travel Groups](#) | [Travel Types](#) | [Expense Types](#) | [App Errors](#)

[Approvals](#) > Approving Expense Report

Expense Report

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

Expenses

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

[Select To Add Expense](#)

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.

[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		
<div> <div>Meals</div> <div>Lodging</div> <div>Mileage @ 0.53</div> <div>Ground Transportation</div> <div>Airfare</div> <div>Other</div> <div>Baggage</div> <div>Select Pay To</div> </div>				

[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.

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

- 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

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.

DIVISION II MEN'S AND WOMEN'S SOCCER

State IN
Postal code 46204
Country USA

[Modify Address](#)

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

Payment Information

Bank is not configured

[Add Bank](#)

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

Bank Info

Bank Info

Bank name

Account type

Routing number

Account number

[Update Bank Info](#)

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

Payment Information

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

[Modify Bank](#)

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

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

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

Trips

Expense report was successfully submitted.

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 H • 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-

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

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.

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