

SITE REPRESENTATIVE 2026-27 MANUAL

Division III 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 III Men's and Women's Soccer Championships.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division III 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 prechampionships 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.

Please note: A videoconference will be conducted at 11 a.m. Eastern time on Thursday, Nov. 5 for anyone interested in serving as a site representative to review duties and responsibilities with NCAA staff. Web conference information will be sent close to the call.

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

- **Men's prechampionship and host operations manuals**
- **Women's prechampionship and host operations manuals**

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, men's soccer chair or women's soccer chair.

On behalf of the NCAA and the 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 competition;
- To conduct championship competition according to the polices and procedure outlined in the prechampionships manual and host operations manual;
- To conduct a prechampionships teleconference with teams, administrators and host;
- To conduct the administrative meeting in conjunction with the championship;
- To serve as a resource for visiting teams and tournament director;
- To complete an evaluation of the tournament site; and
- To communicate in a timely fashion to the NCAA championship staff issues and concerns that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff

MEN'S SOCCER

Kevin Alcox
Assistant Director, Championships and Alliances
NCAA
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Cell Phone: 317-749-9783
Email: kalcox@ncaa.org

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

WOMEN'S SOCCER

Kelly Whitaker
Associate Director, Championships and Alliances
NCAA
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Cell Phone: 317-476-6867
Email: kwhitaker@ncaa.org

Ethan Walker
Coordinator, Championships and Alliances
NCAA
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6476
Email: ewalker@ncaa.org

Section 2•2 National Committees

MEN'S SOCCER COMMITTEE

REGION I

Mo White
Athletic Director
Johnson & Wales University (Providence)

REGION II

Joe Calabrese
Head Soccer Coach
Endicott College

REGION III

Ben Cross
Head Men's Soccer Coach
University of Rochester

REGION IV

Shawn Tucker
Director of Athletics
Rowan University

REGION V

Megan Patruno
Associate Athletic Director
Muhlenberg University

REGION VI

Tom Galbraith
Athletic Director
Randolph College

REGION VII

Dejan Mladenovic, chair
Head Men's Soccer Coach
John Carroll University

REGION VIII

Wytse Molenaar
Head Men's Soccer Coach
Albion College

REGION IX

Joe Mooney
Head Men's Soccer Coach
University of Wisconsin-Superior

REGION X

Miguel Ruiz
Head Men's Soccer Coach
Cal Lutheran University

For additional information about the Division III Men's Soccer Championship, contact:

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

Dejan Mladenovic
Head Men's Soccer Coach
John Carroll University
Cell: 440-503-3996
Email: **dmladenovic@jcu.edu**

WOMEN'S SOCCER COMMITTEE

REGION I

Molly Wilkie
Head Women's Soccer Coach/Asst. AD
University of Maine, Farmington

REGION II

Stephanie Smyrl, chair
Director of Athletics
Emerson College

REGION III

Beth Tiffany
Senior Associate AD/SWA
Union College (New York)

REGION IV

Agath Tsantsaridis
Head Women's Soccer Coach
Brooklyn College

REGION V

John McNichol
Head Women's Soccer Coach/Assoc. AD
Wilkes University

REGION VI

Tiffany Pins
Head Women's Soccer Coach
Washington and Lee University

REGION VII

Dani Gunderson
Assistant Commissioner
Ohio Athletic Conference

REGION VIII

Amy Reifert
Head Women's Soccer Coach
University of Chicago

REGION IX

Justin Newell
Director of Athletics
Knox College

REGION X

Andy Foltz
Associate Athletic Director
Pacific Lutheran University

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

Kelly Whitaker
Assistant Director, Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6511
Email: **kwhitaker@ncaa.org**

Stephanie Smyrl, chair
Director of Athletics
Emerson College
Cell: 978-578-5723
Email: **steph_smyrl@emerson.edu**

Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

In order to serve as a site representative, all individuals are required to submit their information via the link below and participate in the mandatory site representative training for the specific sport. **All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution or for a specific sport should note this when submitting their information in the database. (See Conflict of Interest below.)**

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

Site Representative Availability Form

Section 3•2 Conflict of Interest

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

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

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

Section 3•3 Neutrality

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

Section 3•4 Evaluation

SITE REPRESENTATIVE EVALUATION

In order to learn more of your experience, we would like to ask for your help in providing feedback. Your responses will be held in confidence and used only to enhance the championship in the future. The survey should take less than five minutes to complete. NCAA staff will send you a link to an online evaluation after the championship.

Section 4 • Important Dates

DIVISION III SOCCER IMPORTANT DATES

Potential Site Representative Conference Call	11 a.m. Eastern time, Thursday, Nov. 5.
Notification of Selection of Site Representative	Sunday-Monday, Nov. 8-9.
Men's Soccer Selection Show	11 a.m. Eastern time (ncaa.com), Monday, Nov. 9.
Women's Soccer Selection Show	11:30 a.m. Eastern time (ncaa.com), Monday, Nov. 9.
Participating Team Teleconferences	Times TBD, Tuesday, Nov. 10.
First- and Second-Round Games	*Saturday-Sunday, Nov. 14-15.
Sectionals Participating Team Teleconferences	Times TBD, Monday/Tuesday, Nov. 16/17.
Sectionals	*Saturday-Sunday, Nov. 21-22.

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

Section 5 • Responsibilities

Section 5•1 Timeline of Responsibilities

FOLLOWING SELECTION ANNOUNCEMENT

- Contact tournament director:
  - Confirm time for call with teams and host (date and time).
  - Review meeting agenda.
  - Confirm hotel accommodations for teams 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 games.
  - Discuss locations of:
    - Media/interview areas.
    - Training room area.
    - Videotaping and photography areas.
- Lead call with host and teams (agenda provided in site rep folder within the host share site).

NO LATER THAN ONE DAY BEFORE COMPETITION

- Check with host on the following shipments:
  - NCAA signage.
  - Game balls.
  - Merchandise from Event 1.
  - Programs (digital).
  - NCAA shipment (student-athlete patches/officials patches/congrats cards/ref spray).
- Review drug-testing policies and procedures if your site is chosen.
- Check with tournament director to see if they are set or have questions.
- Check with visiting teams' administrators to be sure they are set and have no issues with travel. Remind them of the virtual administrative meeting.

DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament director to discuss the following:
  - 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.
  - Review security and inclement weather plans.
- Perform a facility walk-through and review:
  - Check field for proper markings.
  - Press box.
  - Team bench areas.
  - Substitution table, if applicable.
  - Media/interview area.
  - Locker rooms (teams and officials) and security.
  - Merchandise sales area.
  - QR code for programs on display.
  - Overall look and treatment of facility.
  - Signage – all commercial signage must be removed or covered.
  - Scoreboard – advertising covered or removed.
  - Test all electronic equipment.
  - Videotaping/photography areas.
  - Scouting seats, if applicable.
  - Athletic training room.
  - Evaluator location, if applicable.
  - Band/spirit squad location, if applicable.
  - Nonparticipant seating, if applicable.
- Miscellaneous:
  - Make sure athletic trainer is available at all practices.
  - Make sure NCAA logo rule is being observed.
  - Game balls should be used during practice to break them in, if applicable.
  - Equipment for both teams checked.
  - Merchandise availability.
  - Review parking.
  - Confirm SID is prepared to report results at conclusion of competition.
  - Review script with communications representative/PA announcer.
- Lead administrative meeting:
  - Review NCAA administrative policies.

DAY OF COMPETITION

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

- Perform a facility walk-through and review:
  - Signage is properly displayed and advertisements are covered.
  - Press box/scorer's table/coaches booth are set and ready, if applicable.

  - Check visiting locker room(s) for cleanliness and that it is properly stocked with paper items.
  - Ensure that a location for merchandise is prepared.
  - Check for inappropriate noisemakers.
  - Test all electronic equipment.
- Greet officials and visiting team(s) as they arrive.
- Lead officials meeting.
- Check squad sizes and bench limits.
- Collect starting lineup forms 30 minutes before start of game and provide them to PA, if applicable.

DURING GAME

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

HALFTIME

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

BEFORE THE END OF THE GAME

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

END OF GAME

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

BEFORE LEAVING SITE

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

WITHIN 48 HOURS AFTER GAME

- Complete site rep evaluation form.
- Complete misconduct/red card forms, if applicable.
- Submit online expense reimbursement to NCAA (see **Appendix E**).

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 24 student-athletes for competition. For team practices and warmups, 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 up to 90 minutes. Practice times will be chosen in order of distance traveled regardless of date of arrival. If 90 minutes is not possible for all teams, please contact Kevin Alcox (kalcox@ncaa.org) for men's games or Kelly Whitaker (kwhitaker@ncaa.org) for women's games, for practice schedule approval.

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 35 minutes on the game field for its pregame warmup before the introduction of the players. No team will be permitted to practice on the game field at any time other than its officially assigned time. Indoor facilities should be used only in the occurrence of inclement weather and not in addition to the assigned 90 minutes of practice time, including warmup.

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. An example with 11 a.m. and 1:30 p.m. game times is given below. Adjust accordingly for 1 p.m. and 3:30 p.m. game times (if chosen for fields with lights).

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.

Clock Time	Actual Time	Activity
60:00	10 a.m.	Pregame warmup for game
15:00	10:45 a.m.	Coaches/officials meeting - game rosters exchanged
10:00	10:50 a.m.	Captains meeting
	11 a.m.	Game begins

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 reimbursement for mileage 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, 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. Please see **Appendix E** for more information.

Section 7•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	**ncaalo@shortstravel.com**

NCAA TRAVEL GROUP

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

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 4 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: Bylaws 11.1.5 and 17.1.6.3 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 REGARDING DRUG TESTING

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. 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. An institutional representative from each team will be notified no sooner than two hours before the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.

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

A. 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.

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. Within one hour after the student-athlete has been notified.

- 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. 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 DTN Weather Hub 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 DTN Weather Hub system so he/she can receive the weather updates.

For detailed lightning and weather guidelines, refer to **Appendix F**.

SUSPENDED GAMES

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 championship competition, a game must be played for the full 90 minutes (as opposed to 70 minutes for the regular season) to be considered a complete game.* If a game is suspended or postponed, 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 site representative and tournament manager shall contact Kevin Alcox (**kalcox@ncaa.org**) for the men's championship or Kelly Whitaker (**kwhitaker@ncaa.org**) for the women's championship. Only after contacting the national office staff may a game be suspended until the next day or moved to an alternate site. Teams should be prepared with footwear for any playing surface.

Appendixes

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Appendix A • FAQ

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

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

Q. Officials for the second game did not show up for the pregame officials' meeting prior to game one. What should I do?

A. Officials for the second game are not obligated to come to an officials' meeting before the first game. The first crew can relay the information between games and the site representative can meet with them at half-time of the first game or between games.

Q. I have become aware of an official who has ties to one of the teams competing in the game he/she is officiating. What should I do?

A. Per the NCAA Postseason Soccer Officiating Requirements and Policies, all officials shall adhere to the conflict of interest policy that prohibits them from accepting any assignments involving an institution or coach with whom the official or his/her immediate family members have ties. If an official is found to have disregarded this policy, he or she will be subject to disciplinary action. As such, please contact the appropriate NCAA staff liaison immediately in the event you become aware of a conflict of interest.

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. How many student-athletes can participate at practice and warmups?

A. During practices and pregame warmups, there is no restriction on the number of student-athletes that may participate.

Q. The field conditions are questionable at my site. Who has ultimate jurisdiction to make the call as to whether the field is fit for play?

A. Per Rule 5.5.1.1 in the NCAA Soccer Rules Book, it is the decision of the center official, in conjunction with the site representative, to make the ultimate call as to whether a field is fit for play. Competing coaches are not permitted to make a decision on the playability of field conditions. Should it be determined that a field is unfit for play, please contact the NCAA immediately.

Q. There is an issue with one of the team's uniforms at my site. How do I handle this?

A. Should a team have an inappropriate or duplicate manufacturer's logo on their uniform, they should use tape to cover the marking before taking the field. More information on the NCAA logo policy can be found in Section 7.1 of this manual. Should an issue arise with uniforms please summarize and email Kevin Alcox or Kelly Whitaker with all the details.

Q. There is not enough space in the press area for each team to videotape the game. What is the best way to handle this situation?

A. Potential hosts should arrange for an elevated area for each team to videotape its own game if it wishes to do so. In the event that there is only enough space for one camera in the press area, the host institution and site representative should work with the competing teams to make sure that both teams receive a copy of the game video from the recording camera immediately following each game.

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. 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 this 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. Who receives a Wilson game ball at my site?

A. At the completion of the competition, a ball should be given to each participating team. The remaining balls will go to the host institution (e.g., youth groups). There is no requirement for officials to receive a game ball(s).

Q. A red card was issued to a student-athlete or coach at my site. How should I handle this?

A. It will be the job of the officials to ensure that the handling of the red card is done in the proper manner. As a site representative, your main focus after issuance of the red card should be working with the tournament manager to ensure that proper security measures are in place, both for the offending student-athlete/coach and for the officiating crew. The offending student-athlete/coach should be escorted by security and removed from the area of play immediately following his/her ejection. In addition, officials should be escorted from the area of play by security following the end of the contest. Site representatives should also ensure that the center official submits a report through RQ+ for all yellow/red cards given during the contest.

Q. What is the allowable bench size for each participating team?

A. The maximum bench size is the official team roster and any sport administration. The individuals in the bench area must be institutional personnel or team members; no other individuals (e.g., family members, children) are allowed in the immediate bench area. No photography is allowed in the bench area. There is no limit to the number of athletes in uniform within the bench limit. Patches will be given to identify the 24 eligible to compete.

Q. When can teams enter the field for the second game?

A. After the game has ended and the teams from the first game start to clear the bench area, the teams can enter the field to go to the designated bench. The clock for the second game should start only when both teams have access to their side of the field.

Appendix B • Pregame and Game Schedule

The following schedule is to be used for all sessions during the men's and women's soccer championships.

Game Clock

60:00	Teams may begin warmup.
30:00	Referee inspects game balls.
15:00	Game rosters submitted and exchanged.
10:00	Teams clear field. Public-address welcome. Captains and officials meet for coin toss. Introduction of officials, coaches and players. 1. Officials. (In center circle) 2. Visiting team nonstarters, followed by starters. (All to midfield, in front of bench) 3. Home team nonstarters, followed by starters. (All to midfield, in front of bench) National anthem. Teams shake hands; designated away team moves to shake designated home team's hands.
0:00	Game begins.
45:00	Kickoff • First half
Halftime 15:00	Start immediately when first half ends.
0:00/45:00	Kickoff • Second half

Overtime Procedure

5:00	Intermission starts immediately when regulation time ends.
10:00	First overtime period (sudden victory).
2:00	Intermission.
10:00	Second overtime period (sudden victory).
5:00	Intermission starts immediately when second overtime ends.

Penalty-Kick Procedure (See Rule 7.3 of the **2026 and 2027 NCAA Men's and Women's Soccer Rules Book**.)

Second Game of Session (if applicable)

There should be a 45 minute break between games of a double header (35 minutes warm-up, 10 minutes pregame/introductions).

Game Clock

45:00	Teams may begin warmup in front of their bench.
30:00	Game rosters submitted and exchanged.
10:00	Teams clear field. Public-address welcome. Captains and officials meet. Introduction of officials, coaches and players. 1. Officials. (In center circle) 2. Visiting team nonstarters, followed by starters. (All to midfield, in front of bench) 3. Home team nonstarters, followed by starters. (All to midfield, in front of bench) Teams shake hands; designated away team moves to shake designated home team's hands.
0:00	Game begins.

45:00	Kickoff • First half
Halftime 15:00	Start immediately when first half ends.
0:00/45:00	Kickoff • Second half

Overtime Procedure

5:00	Intermission starts immediately when regulation time ends.
10:00	First overtime period.
2:00	Intermission starts immediately when first overtime ends.
10:00	Second overtime period.
5:00	Intermission starts immediately when second overtime ends.

Penalty-Kick Procedure (See Rule 7.3 of the **2026 and 2027 NCAA Men's and Women's Soccer Rules Book**.)

Appendix C • Red Card Reporting Form

2026 NCAA DIVISION III MEN'S AND WOMEN'S SOCCER CHAMPIONSHIPS

RED-CARD REPORTING FORM

Host Institution:		**Date:**	
Sport:		**Region:**	
Competing Teams:			

List the name(s) of person(s) receiving red card; time on the game clock; and reason for red card.	
Referee's Comments.	
Identify any red card which required games committee review.	
Head Official's Name	**Head Official's Phone Number**
Stie Representative's Name	**Site Representative's Phone Number**

This form must emailed to Kevin Alcox (kalcox@ncaa.org), for men's soccer, or Kelly Whitaker (kwhitaker@ncaa.org) for women's soccer, no later than 24 hours after competition.

Appendix D • 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 Manger – Kevin Alcox (men's) kalcox@ncaa.org
Championship Manager – Kelly Whitaker (women's) kwhitaker@ncaa.org

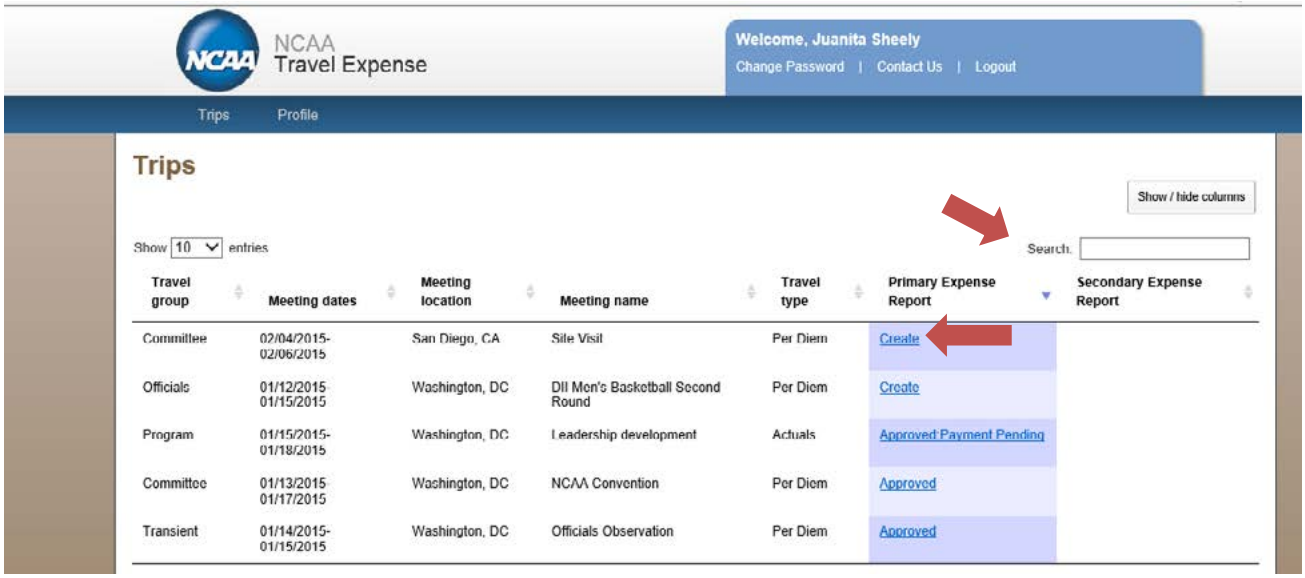
Appendix E • Travel Expense System – Traveler User Guide

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.

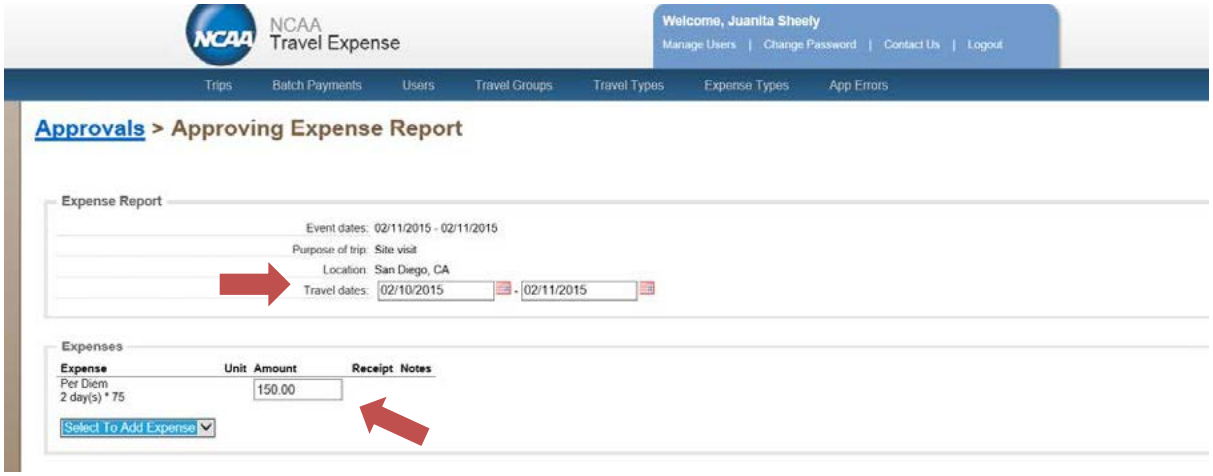
3. Once you have received your email, follow the instructions to access the system and log in. On the home screen, you will see a list of all expense reports you are authorized for, as well as those already filed. Click on the column headers to sort the list as you prefer or use the Search box to locate a particular trip.

4. To begin a new expense report, click on the Create link.



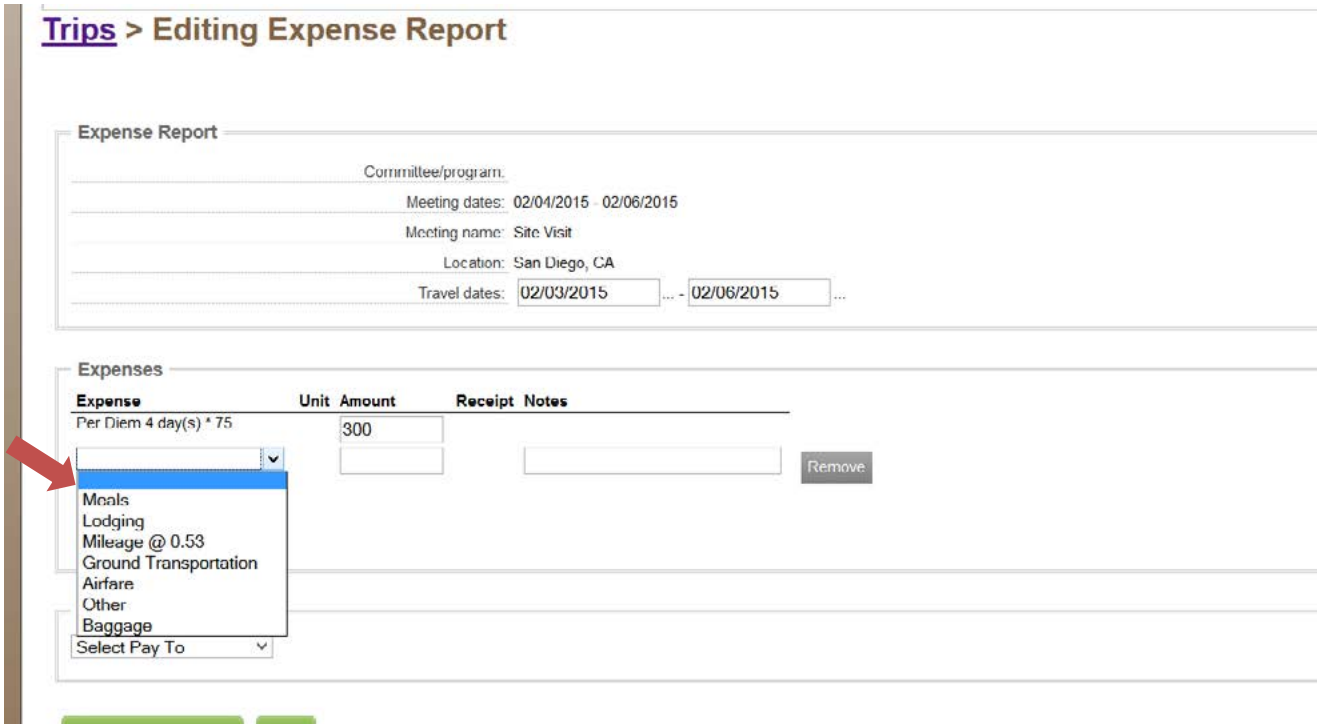
5. First enter your travel dates. You can type the dates in or use the calendar icons to select them.

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.

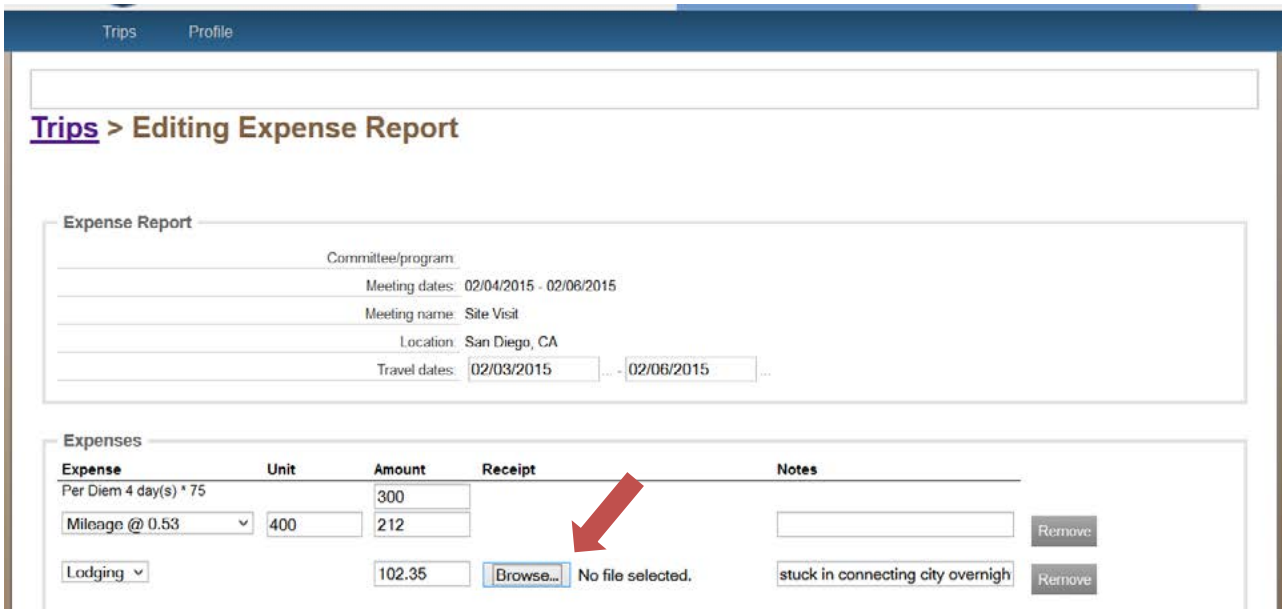


7. If you have other expenses to claim, click the Select to Add Expense drop-down menu, and choose the expense type from the drop down menu. Note, if per diem is paid, the NCAA does not reimburse items such as meals, parking, lodging, ground transportation, tolls, etc., except in extraordinary circumstances.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

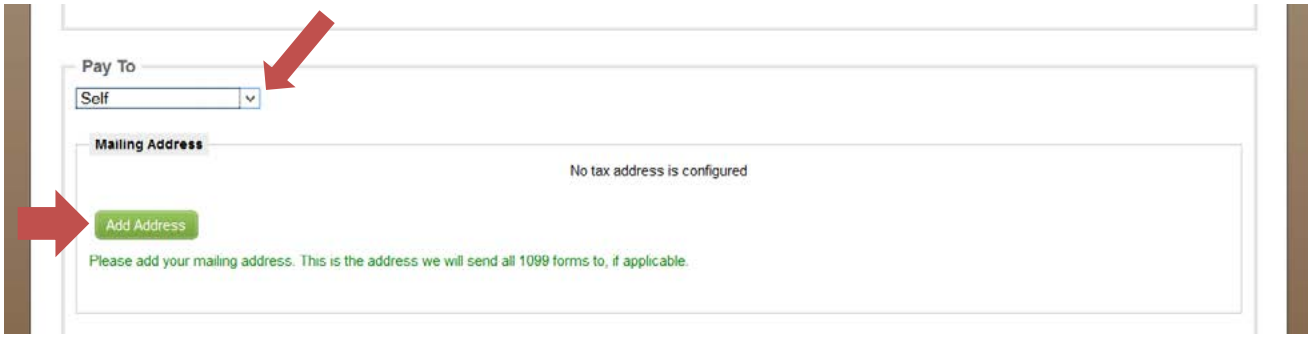


8. Some expenses will require you to submit receipts. When required, the Receipt field will be populated. To submit, simply click the Browse button and attach the appropriate file from your computer. The system can only accept pdf files.

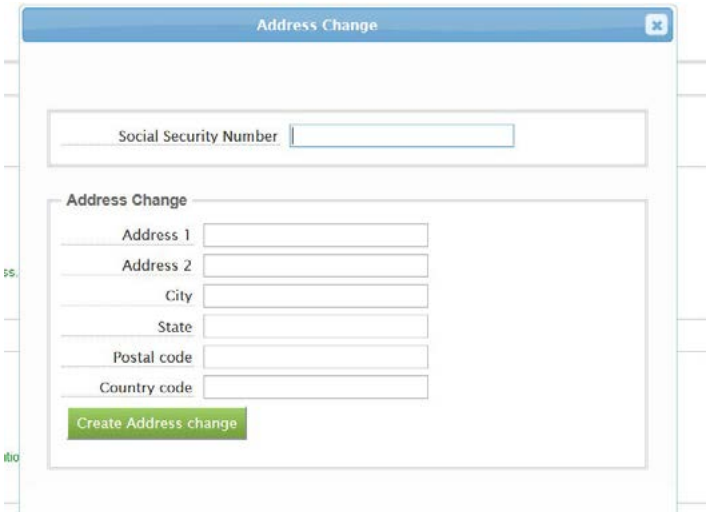


9. Once all expenses are entered, choose who payment should be made to. You can choose yourself, or your institution, conference or business.

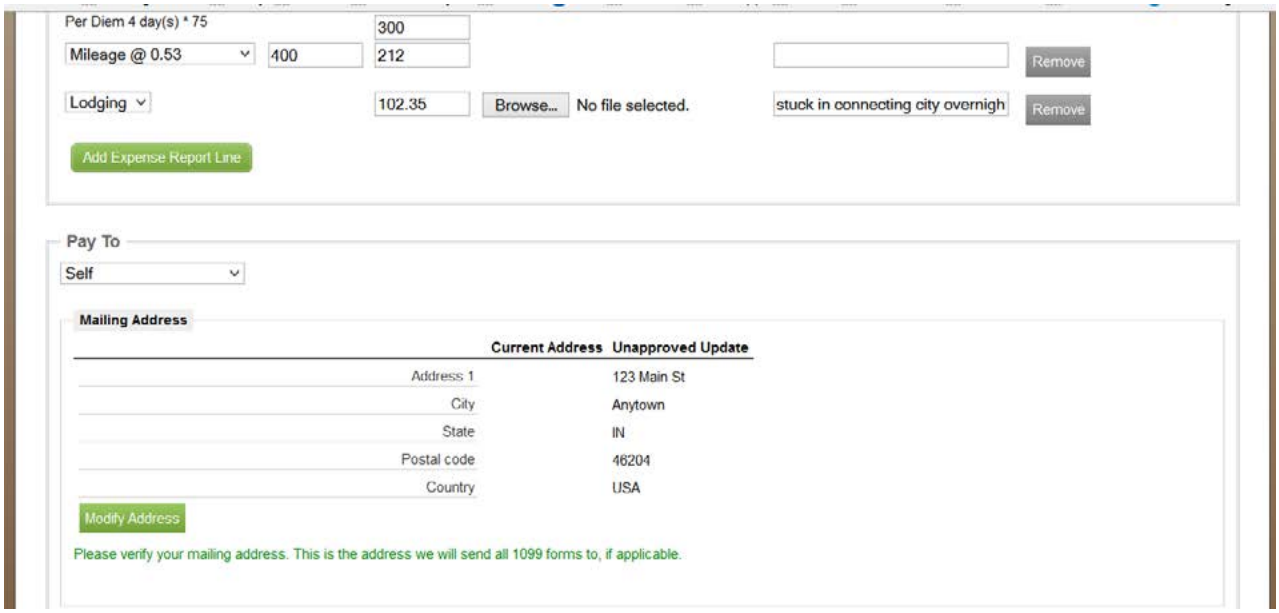
   To choose yourself, select Self from the drop-down menu. If the system does not have a record of paying you previously, you will need to add your address by clicking the Add Address button.



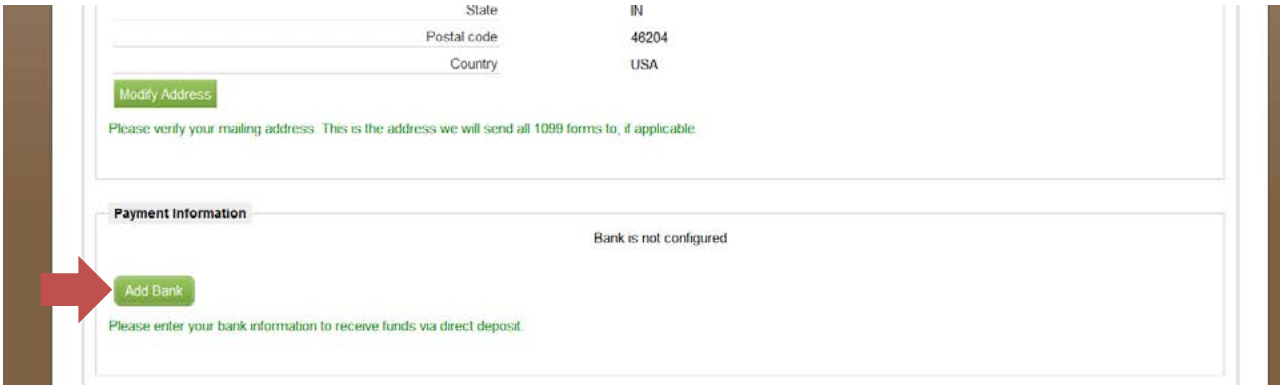
10. On the address screen, enter your Social Security Number and current mailing address in the fields provided. When complete, click Create Address change to be taken back to the expense entry screen.

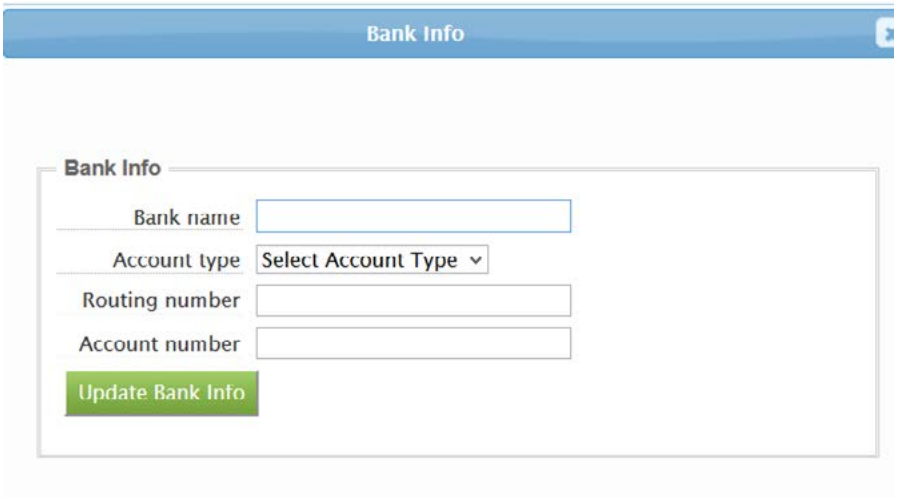


If the system indicates you have been paid by the NCAA previously, the address we currently have on file for you will be shown. Please be sure that address is correct or enter any changes by clicking Modify Address.

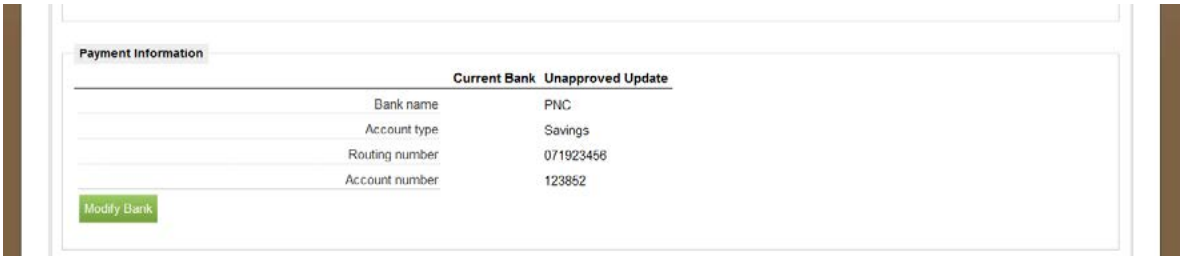


11. Finally, if the payment is being made to you, we will need your bank information in order to pay you by electronic funds transfer, or direct deposit. As with your address, if the system does not have your information on file, you will need to click Add Bank and complete the required fields. Once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



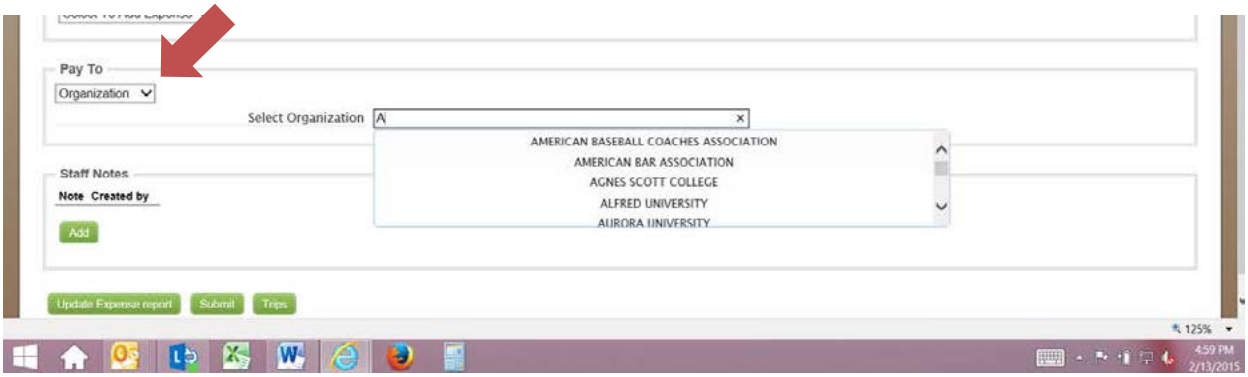


If the system indicates you have been paid by the NCAA previously, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking Modify Bank.



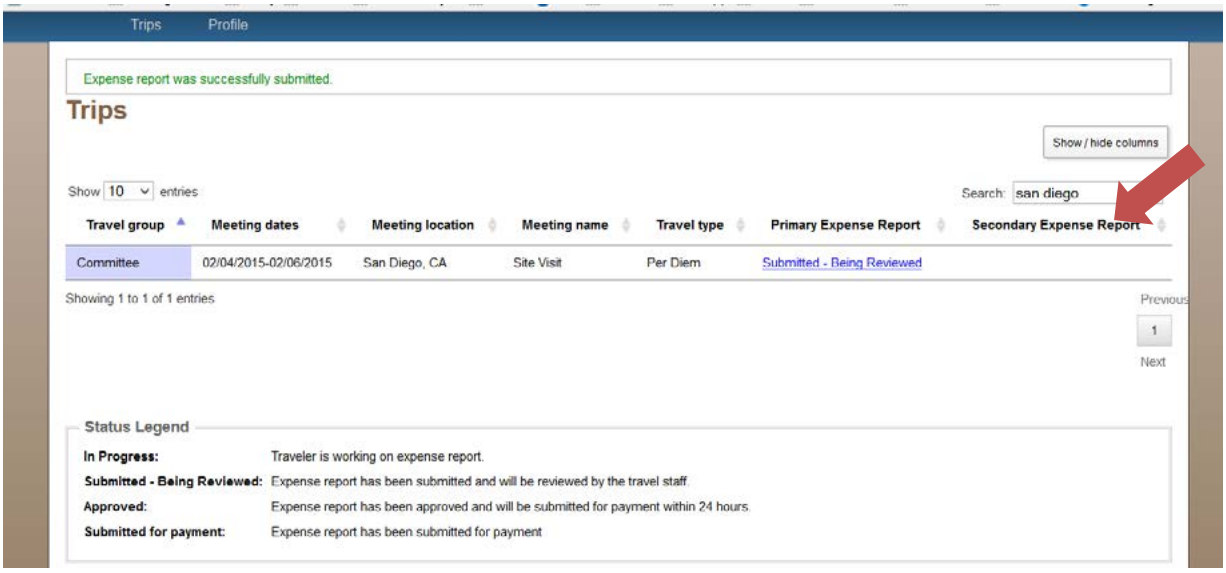
12. Once all expense, address and bank information is complete, click Submit to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.

13. If the expense report should be paid to your institution, business or conference, choose Organization from the drop-down menu. Then begin typing the name in the Select Organization field, and choose the correct one from the list. Payments made to an organization do not need to provide address or bank information.



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

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



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

Appendix F • 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 lighting 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 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-

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.

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.

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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.*
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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*