



2019 DIVISION III
SOFTBALL
CHAMPIONSHIP

SITE REPRESENTATIVE
2018-19 MANUAL

Division III Softball

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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 2019 NCAA Division III Softball Championship.

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

Please note:

Regionals

- **Monday, May 6 at 2 p.m. Eastern time - a “Site Rep 101” teleconference will be conducted with all site representatives and NCAA staff to review duties and responsibilities.**

Call-In Number: 866-590-5055

Access Code: 2206824

Please refer to [Appendix B](#) for the “Site Rep 101” teleconference agenda.

- **Monday, May 6 at 3 p.m. Eastern time - a teleconference will be conducted with all regional hosts and site representatives.**

Call-In Number: 866-590-5055

Access Code: 8632936

Please refer to [Appendix C](#) for the regional teleconference agenda.

Super Regionals

- **Monday, May 13 at 10 a.m. Eastern time - a teleconference will be conducted with all super regional site representatives who did not work a regional site.**

Call-In Number: 866-590-5055

Access Code: 2206824

Please refer to [Appendix B](#) for the “Site Rep 101” teleconference agenda.

- **Monday, May 13 at 11 a.m. Eastern time - a teleconference will be conducted with all super regional hosts/site representatives for sites that did not host regionals.**

Call-In Number: 866-590-5055

Access Code: 8632936

Please refer to [Appendix D](#) for the super regional teleconference agenda.

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

- [Pre-Championship Manual](#)
- [Host Operations Manual](#)

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

If you have any questions or concerns, please contact NCAA staff or the Division III Softball Committee chair.

On behalf of the NCAA and the Division III Softball Committee, thank you for your time and efforts.

Section 1•2 Responsibilities of Site Representatives

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

- To serve as a representative of the NCAA during championship preliminary-round competition;
- To conduct championship competition according to the policies and procedures outlined in the pre-championship manual and host operations manual;
- To conduct the administrative meeting in conjunction with the championship;
- To conduct a pre-championship teleconference with teams, administrators and host institution personnel;
- To serve as a resource for participating teams and the tournament director;
- To complete an evaluation of the tournament site; and,
- To communicate in a timely fashion to the NCAA championships staff any issues that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

Jan Gentry

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P.O. Box 6222 / Indianapolis, Indiana 46206-6222
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Assistant Coordinator, Championships and Alliances
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317-917-6516 / tsimerly@ncaa.org

DIVISION III SOFTBALL COMMITTEE

ATLANTIC REGION**Renee Hellert**

Associate Director of Athletics
Moravian College
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Bethlehem, Pennsylvania 18018
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Email: hellertr@moravian.edu

CENTRAL REGION**Denny Griffin**

Head Softball Coach
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Alma, Michigan 48801
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EAST REGION**Kim Wilson**

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GREAT LAKES REGION**Kim Tatro, chair**

Associate Director of Athletics/Head Softball Coach
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MIDWEST REGION**George Wares**

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NEW ENGLAND REGION**Diana Pepin**

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NORTHEAST REGION**Marie Curran-Headley**

Director of Athletics
State University of New York at Cobleskill
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Cell: 716-481-5550
Email: curranmc@cobleskill.edu

WEST REGION**Janae Shirley**

Head Softball Coach/SWA
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Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

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 contacted. (See Conflict of Interest policy below.)

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

Section 3•2 Conflict of Interest

[Reference the April 2014 Executive Committee minutes]

The NCAA is a voluntary Association comprised of colleges, universities, conferences and other organizations, and governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division, or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference, and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations are first to their institution, second to their conference, and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference, or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this Statement.

In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use knowledge or information obtained solely due to service on that committee to the disadvantage of the Association during the term of committee service. Further, a committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member also should 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 that he/she may have hereunder, and should recuse him/herself from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. When such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation.

Section 3•3 Neutrality

Site representatives are representing the NCAA and should be neutral in this role. Site representatives should dress professionally and refrain from wearing any clothing that denotes institutional and/or conference affiliation.

Section 4 • Important Dates

DIVISION III SOFTBALL IMPORTANT DATES

| | |
|---|------------------------------------|
| Site Representatives Notified of Assignments | On completion of bracketing, May 6 |
| Mandatory Site Representative 101 Teleconference | 2 p.m. Eastern time, May 6 |
| Teleconference with Regional Tournament Directors and Site Representatives | 3 p.m. Eastern time, May 6 |
| Teleconferences for Regional Sites | 11 a.m. Eastern time, May 7 |
| Site Representative Arrival Date at Regional Site | Before practices, *May 8 or 9 |
| Mandatory Site Representative Teleconference — Super Regionals | 10 a.m. Eastern time, May 13 |
| Teleconference with Super Regional Tournament Directors and Site Representatives | 11 a.m. Eastern time, May 13 |
| Teleconferences for Super Regional Sites | Noon Eastern time, May 13 |
| Site Representative Arrival Date at Super Regional Site | Before practices, May 16 |

*Regional sites that include a no-Sunday play institution will follow a Thursday-Saturday format.

Section 5 • Responsibilities

Section 5•1 Team Championships

NOT LATER THAN END OF DAY MAY 6 (REGIONALS) OR 10 A.M. EASTERN TIME, MAY 13 (SUPER REGIONALS) – BEFORE COMPETITION

- Contact the tournament director to introduce yourself, review the schedule of events for the regional/super regional tournament, review the agenda for the participant teleconference and provide your travel plans. Confirm a time for the facility walk-through. The tournament director will confirm your hotel reservation.
- Review the materials in the site representative mailing from the NCAA staff.
- Print resource documents.
 - Site representative manual.
 - Host operations manual.
 - Pre-championship manual.
 - Documents in site representative mailing.
 - Contact information for teams, host and officials.
 - NCAA Championships Critical Incident Response Team Contact Form.
 - Participant manual when you receive it from the tournament director.
- Download a copy of the current softball rules book or confirm that you have a hard copy of the rules book.
- Confirm that the tournament director, before the participant teleconference, emails participating teams' directors of athletics, head coaches and sports information directors (and copies the site representative) the following information:
 - Congratulations and welcome.
 - Participant manual (should be complete except for assigned practiced times).
 - Participant teleconference agenda with call-in information.
 - Team hotel assignments.
 - Team information sheet to obtain contact information for each team's head coach, administrator traveling to the regional/super regional, SID and athletic trainer.
- Review practice times on the practice day and the first day of competition. The mileage for each team to your regional site will be provided to you by the NCAA staff. Prepare to assign practice times on the practice day based on travel distance (i.e., the team farthest from the site has first choice of available practice times, the team the next-farthest distance from the site has second choice of available practice times, etc.). The host team should have last choice of practice times. Teams that travel to the site the day before the practice day will be considered "local" and will have second-to-last choice of practice times (select immediately before host). Also, assign practice times for the morning of the first day of competition based on seeds (lower seed for Game No. 1 has first practice time, higher seed for Game No. 1 has second practice time, etc.).

BEFORE TRAVELING TO REGIONAL/SUPER REGIONAL SITE

- Remind the tournament director of the importance of neutrality and that the regional/super regional tournament is not a "home" tournament. The tournament director should direct event staff not to wear apparel with institutional or conference logos.
- Remind the tournament director that the host will be responsible for providing appropriate music between innings.
- Remind the host institution sports information director to produce individual name placards for the head coaches and all student-athletes on each team (with their respective institutional logos) for press conferences.
- Contact the crew chief before the tournament to review the umpires meeting agenda and the assignment of umpires for the first day of games. The crew chief is responsible for assignments on the first day. The site representative will assign umpires each subsequent day based on the coaches' evaluations of the umpires and

input from the crew chief. Also, remind the crew chief that he/she is expected to attend the administrative meeting to review any NCAA rules modifications.

- Check with the tournament director regarding the following shipments:
 - NCAA signage.
 - Game balls.
 - Merchandise from Event 1.
 - Awards.
 - Umpire patches and hats.
- Review drug-testing policies and procedures if your site is selected for drug testing.
- Check with tournament director to see if he/she has any questions.
- Check with participating teams' administrators to see if there are any issues with travel. Remind them of the administrative meeting time and location. Head coaches must attend the meeting in person (i.e., may not participate via teleconference).

FACILITY WALK-THROUGH

When conducting the facility walk-through, check the following areas:

- Game and practice fields. Facility should be "game ready" (e.g., all signage in place, corporate signage covered, fields prepped and properly marked, dugouts prepped, etc.) before the first practice. Review the plan to ensure practices are closed.
- Locker rooms. Ensure locker rooms, if available, are clean.
- Press conference area. Ensure the host is prepared to videotape press conferences, provide name placards with student-athlete and head coach names and the respective institutional logo. A press conference moderator should be prepared to ask questions.
- Athletic training area. Confirm that an athletic trainer will be available for all practices and games.
- Umpires' locker room/meeting room and entrance/exit. Confirm that event staff or security will escort umpires to/from their locker room(s).
- Hospitality areas. The host should provide separate hospitality areas for teams/coaches, media and umpires, if possible.
- Ticket sales and operations.
- Merchandise and concessions areas.
- Player entrance/exit.
- Signage. No signage with alcohol/tobacco advertising or corporate entities with brands that compete with NCAA corporate champions or partners (e.g., Pepsi) is permitted.
- Assignment of dugouts. The championship policy should be followed, even if the host institution uses the opposite dugout as the home dugout during home contests.
- Videotaping area.
- Towels, water bottles, cooler and other soft drinks. Sideline product is DASANI only. Teams may drink other products (e.g., BODYARMOR) from DASANI cups or generic cups/water bottles. Teams are not permitted to tape over Gatorade logos on water bottles.
- Confirm the SID is prepared to distribute stats between innings and report results at the conclusion of competition.

PRACTICE DAY

- Arrive at the host site a minimum of 90 minutes before the first practice.
- Make sure the facility is closed for practices. Host institution personnel should not be present during practices of other teams. Also, ask the tournament director about other events occurring on campus that may affect usage of the competition facility or parking.
- The site representative should be present for the entirety of each team's practice.
- Ask coaches whether there are any issues with their travel arrangements, hotel, etc.

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- Greet teams and give general instructions and show them to their locker room if needed.
- Notify coaches of dugout and locker room assignments if host has not done so.
- Confirm availability of softballs, water, towels, music, etc. Teams may provide their own music for practices and warmups. Site representatives are responsible for reviewing the lyrics printed from the internet for all songs included on each team's playlist. Ensure host has personnel available to play CDs or connect iPods.
- Ensure all uniforms are in compliance with logo legislation.
- Ensure the same equipment (provided by the host) is available for all teams.
- Lead administrative meeting.
 - Review NCAA administrative policies.

DAY OF COMPETITION

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

- Conduct an umpires meeting before the first game. Ensure all umpires provide their contact information.
- Greet umpires and visiting team(s) as they arrive.
- Check the number of student-athletes in uniform (maximum of 20) and dugout limits.
- Remind coaches of the postgame protocol (awards, cool-down period, press conferences, etc.).
- Remind coaches to submit their starting lineup card to the official scorer 20 minutes before the start of each game.

DURING GAME

- Observe team dugouts and monitor crowd behavior. Ask host institution security personnel to address crowd control issues and remove inappropriate noisemakers or banners/signage with inappropriate content.
- Enforce flash photography/video camera/tripod policies.
- Oversee scoreboard, music and press box personnel.

BEFORE THE END OF GAME

- Be sure everyone is prepared for end-of-game security and media needs.
- Ensure host has 20 medallions available to present to each team after it is eliminated from the tournament.
- Ensure the PA announcer has a copy of the awards recipient form for each team.

END OF GAME

- Ask teams to line up on first and third base lines after they shake hands.
- The PA announcer will read the list of names from the awards recipient form (provided by the team) of the eliminated team. Medallions will be distributed to individuals at this time. The site representative should shake hands with all team members announced. (Note: Each team should receive exactly 20 participant medallions, regardless of the number of names listed to be announced.) Following the regional championship game, the PA announcer should announce the all-tournament team first, and then the non-advancing team and then the regional champion. After the super regional championship game, the PA announcer should announce the Most Outstanding Player and Most Outstanding Pitcher first, and then the non-advancing team and then the super regional champion. The site representative should present the super regional champion team trophy to the advancing team.
- Give each head coach an umpire evaluation form.
- Lead teams to their designated cool-down area. Ensure 10-minute cooling-off period occurs.
- Ensure that the event staff or security personnel escorts the umpires to the umpires' locker room(s).
- Notify the head coach which student-athletes were requested for the press conference (winning team first except for championship game).
- Escort the head coaches and selected student-athletes to the press conference area.
- Confirm the practice time with the coach of the advancing team and ask if the team will use the practice time.

- Obtain game statistics to identify candidates for the all-tournament team.
- Text game scores to the NCAA championship manager as soon as possible after each game.
- If a misconduct occurs, contact the NCAA championship manager as soon as possible to review the situation.
- Attend press conferences and monitor comments of coaches and student-athletes (e.g., criticism of officials).
- Check in with the drug-testing staff to see if there are any issues (if applicable).
- Stop by the locker room of the non-advancing team and congratulate head coach on his/her team's season.

AFTER FINAL GAME OF THE DAY

- Meet with the crew chief to discuss any concerns, review umpire evaluation forms and determine assignment of umpires for the next day, then debrief with all of the umpires.
- Meet with the tournament director to discuss any concerns.
- Inform the facility director and tournament director which teams will practice the next day and review the practice schedule.

BEFORE CHAMPIONSHIP GAME

- Confirm that the super regional host is prepared to videotape competition and upload the footage and pictures of the advancing team to the NCAA ftp site for the championship banquet video.
- Confirm which team members are designated to accept the championship trophy.
- Meet with the sports information staff to discuss candidates for the all-tournament team (regionals) or most outstanding player/pitcher (super regionals). Have the SID/tournament director print certificates for all likely candidates. (Discard certificates for student-athletes who are not named to the all-tournament team.)
- Finalize the all-tournament team/most outstanding player and pitcher and ensure a certificate is printed for each student-athlete.

AFTER CHAMPIONSHIP GAME

- Ensure the announcer announces the all-tournament team/most outstanding player and pitcher before the team awards. Present certificates to the all-tournament team members/most outstanding player and pitcher, and then announce the players from the non-advancing team. Finally, announce the players from the regional championship team. At super regionals, announce the players from the non-advancing team first, and then the super regional championship team. Present the team trophy last (super regionals only).
- Following the super regional championship game, ensure the host SID uploads video footage and pictures of the advancing team to the NCAA ftp site for the championship banquet video.

BEFORE LEAVING SITE

- Ensure you have copies of all regional/super regional tournament documentation (listed below).
- Check with the tournament director to see if there are any issues to resolve and thank him/her for hosting.

AFTER REGIONAL/SUPER REGIONAL TOURNAMENT

- Complete evaluations of the regional/super regional championship. (NCAA staff will email site representatives the link to an online evaluation form.)
- Submit travel expenses online through the Travel Expense System. (NCAA staff will email site representatives the link for reimbursement.)
- Send the following information to the NCAA office:
 - Credential lists.
 - Awards recipient forms.
 - Attendance sheet from administrative meeting.
 - Regional participant manual.
 - Any documentation relating to misconduct or a failure to adhere to policies and procedures.
 - Note that site representatives do not need to send umpire evaluation forms.

Section 6 • Travel, Lodging and Expense Reimbursement

Section 6•1 Travel

All site representatives will be selected based on proximity to the host site. The NCAA will reimburse site representatives for mileage (53 cents per mile round trip) for up to 500 miles one-way to the host site.

Section 6•2 Lodging

The host institution will be responsible for providing hotel accommodations as needed. It is the responsibility of the site representative to inform the tournament director if a hotel room will be needed. Room and tax will be billed to the host institution. All other incidentals will be the responsibility of the site representative.

Section 6•3 Expense Reimbursement

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

Following the competition, NCAA staff will email the link to the NCAA Travel Expense System (TES) to each site representative to submit their travel expenses online. Instructions for using the online system are included in [Appendix H](#).

Section 6•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

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

GO GROUND OPTIONS

| | |
|--------------|---|
| Phone Number | 866-386-4951 |
| Website | https://www.gochampionships.com |

NCAA TRAVEL GROUP

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

Section 7 • NCAA Administrative Guidelines

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

Section 7•1 Logo Policy

[Reference: Bylaw 12.5.3 in the NCAA Division III Manual.]

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 athletics competition and pre- and postgame activities may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

Section 7•2 Misconduct Statement

[Reference: Bylaws 31.02.3 and 31.1.8 in the NCAA Division III Manual.]

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 7•3 Use of Tobacco Products

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

The use of tobacco products 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. The use of tobacco products is also prohibited by all game personnel (e.g., coaches, athletic trainers, managers and game officials) in all sports during practice and competition.

Section 7•4 Drug-Testing Statement

Note: This statement MUST be read at every administrative meeting.

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

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

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete

must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

FREQUENTLY ASKED QUESTIONS FOR COACHES

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

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

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

Q. How long does drug testing take?

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

Q. What is an institutional representative?

- A. For Team Championships (e.g., baseball, field hockey, lacrosse, softball, etc.):** 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 prior to the start of its 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 7•5 Inclement Weather

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

LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA has made arrangements through Telvent DTN to provide a lightning detection and weather monitoring system for 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.

Site representatives should request that tournament directors include email and/or cell phone number to the WeatherSentry system so they can receive the weather updates.

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

Appendixes

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Appendix A • FAQ

FAQ

Q. Umpires have asked me how they will receive their payment and when they should expect it.

- A.** All umpires are paid directly by the NCAA through a program called ArbiterPay. The goal is to pay all umpires within two weeks of the conclusion of competition. If umpires do not register for ArbiterPay and provide updated contact information in the system, payment may be delayed. Specific inquiries should be directed to the championship manager.

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

- A.** You should first notify the tournament director that they need to direct security to 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 these facts should be written down and sent to the championship manager via email. If the situation is severe, please immediately call the championship manager to inform her of what has occurred.

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

- A.** Work with the host to try and get the team its full allotment of practice time if at all possible without adversely affecting other teams.

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). If it is determined that the game should be delayed, you should notify the NCAA championship manager of the situation. You should be prepared to give the championship manager the games committee's recommendations as to further delays or moving the contest. Before any decisions are finalized or communicated to participants, you must receive approval by the NCAA championship manager.

Appendix B • Agenda for Site Representative 101 Teleconference



A G E N D A

National Collegiate Athletic Association
Division III Softball Site Representative 101 Teleconference Agenda

Call-in Number: 866-590-5055
Access Code: 2206824

May 6, 2019
2 p.m. Eastern time

1. Welcome and roll call.
2. Resources.
 - a. Site representative manual.
 - b. Host operations manual.
 - c. Pre-championship manual.
 - d. Participant manual from regional host.
 - e. 2018 and 2019 Softball Rules and Interpretations.
 - f. NCAA Approved Softball Bat List.
 - g. Instructional video on how to conduct barrel compression bat testing.
 - h. NCAA staff.
 - i. NCAA Division III Softball Committee members.
3. Payment of fees and mileage.
 - a. Site Representative – Mileage (53 cents per mile); \$75 per diem for each day of practice/competition and travel; lodging should be direct billed to host institution.
 - b. Submit request for reimbursement of expenses online through the NCAA Travel Expense System.
4. Teleconferences with participating teams.
 - a. 11 a.m. Eastern time Tuesday, May 7 (Appendix BB-r in the host operations manual).
 - b. Noon Eastern time Monday, May 13 (Appendix BB-sr).
5. Lodging (teams, umpires, NCAA site representative).

NCAA Division III Softball Site
 Representative 101 Teleconference Agenda
 May 6, 2019
 Page No. 2

6. Meetings.
 - a. Administrative meeting (Appendixes G-I) – encourage PA announcer to attend.
 - b. Umpires meeting (Appendixes X-Z).
 - c. Games committee meeting (Appendix O).
7. Umpires.
 - a. Contact information/crew chiefs.
 - b. Payment online through ArbiterPay.
 - c. Patches and hats.
 - d. Assignments/evaluation forms.
8. Practice times (assigned based on distance from institution to regional site).
9. Shipment of championship materials.
 - a. Rawlings softballs (provide softballs used in championship competition to seniors during awards ceremonies; provide home run balls to hitters).
 - b. Basic signage package.
 - c. Participant awards (20 for each non-advancing team).
 - d. Merchandise from Event 1.
10. Bat testing (machines shipped; testing to be completed on practice day and each competition day).
11. Drug testing.
12. Participant credentials (maximum of 25) and bench passes (maximum of five, including up to two medical personnel).
13. Warm-up protocol.
14. Warm-up music (printed lyrics).
15. Game times (confirm times on brackets).

DIVISION III SOFTBALL

NCAA Division III Softball Site
Representative 101 Teleconference Agenda
May 6, 2019
Page No. 3

16. Telvent Weather Detection System. Request that tournament director add your cell phone number to the list to receive weather alerts.
17. Weather delay policies (Appendix R).
18. Reporting scores.
19. Forms.
 - a. Credential list.
 - b. Awards recipient form.
 - c. Umpire evaluation form (Appendix X).
 - d. Home team determination forms (Appendix P).
20. Sports information.
 - a. Institutional websites (approval by Anne Clendenin at aclendenin@ncaa.org or 317-917-6643).
 - b. Internet/radio/streaming rights (submit requests online at ncaa.com/broadcast).
 - c. Box scores to each team after each game.
 - d. Scores, recap stories and pictures to ncaa-desk@turner.com after each game.
 - e. Name of regional/super regional site (name of city; e.g., Decorah, Iowa regional).
 - f. Postgame interviews and cooling-off period.
21. Awards (ceremony following each elimination game; medallions presented only to squad size [20] of non-advancing teams) [Appendix C-r/Appendix C-sr].
22. All-tournament team selection and certificates (regionals - 9 players plus Most Outstanding Player [Appendix A-ATT and Appendix A-MOP]; super regionals – Most Outstanding Pitcher and Most Outstanding Player [Appendixes B-PI and B-PL]).
23. Neutrality of site/event staff and site representative attire.
24. Documents to submit following the championship.
25. Questions.

NCAA/04_29_19/JRG:tns

Appendix C • Agenda for Teleconference with Teams and Host — Regionals



A G E N D A

National Collegiate Athletic Association
2019 NCAA Division III Softball Championship
[Redacted] Regional

Call-in number: 866-590-5055

Access code: [Redacted]

May 7, 2019
11 a.m. Eastern Time

1. Congratulate teams.
 - a. Roll call.
 - b. Head Coach/Administrator(s) phone numbers.
2. Introduce games committee (NCAA Site Representative, Tournament Director, Softball Facility Manager and Umpire Crew Chief).
3. Review schedule of events.
 - a. Administrative meeting.
 - b. Practice schedule (based on travel distance).
 - c. Game schedule.
4. Review facility specifics.
 - a. Field specifics.
 - b. Warm-up area specifics.
 - c. Practice arrangements (closed).
 - d. Indoor practice facility (if inclement weather).
 - e. Videotaping of games.
5. Review squad size (20 eligible players in uniform, 25 in official travel party).
 - a. Credential list (submit by 5 p.m. Wednesday to tournament director and championship manager).
 - b. Awards recipient form (participant medallions for squad size – 20).

NCAA Division III Softball Championship
Regional Participant Teleconference Agenda
May 7, 2019
Page No. 2

- c. Participant credentials (maximum of 25 per team).
- d. Bench passes (in addition to credentials; maximum of five per team, two of which must be for medical personnel; provide free access to facility).
6. Lodging information. [All participating teams utilizing hotels must stay at the designated hotel(s) reserved by the host institution.]
7. Transportation arrangements. (All institutions located within 500 miles of the competition site must utilize GO Ground for all charter bus transportation.)
8. Parking.
9. Uniform requirement (2 sets of different colors) and logo policies.
10. Warm-up music (lyrics printed from Internet).
11. Merchandise (preorder Event 1 merchandise).
12. Bat testing.
13. Drug testing.
14. Sports information arrangements.
15. Medical arrangements.
16. Questions.

Appendix D • Agenda for Teleconference with Teams and Host — Super Regionals



A G E N D A

National Collegiate Athletic Association
2019 NCAA Division III Softball Championship
[Redacted] Super Regional

Call-in number: 866-590-5055
Access code: [Redacted]

May 13, 2019
Noon Eastern Time

1. Congratulate teams.
 - a. Roll call.
 - b. Head Coach/Administrator(s) phone numbers.
2. Introduce games committee (NCAA Site Representative, Tournament Director, Softball Facility Manager and Umpire Crew Chief).
3. Review schedule of events.
 - a. Administrative meeting.
 - b. Practice schedule.
 - c. Game schedule.
4. Review facility specifics.
 - a. Field specifics.
 - b. Warm-up area specifics.
 - c. Practice arrangements (closed).
 - d. Indoor practice facility (if inclement weather).
 - e. Videotaping of games.
5. Review squad size (20 eligible players in uniform, 25 in official travel party).
 - a. Credential list (submit by 5 p.m. Wednesday to tournament director and championship manager).
 - b. Awards recipient form (participant medallions for squad size – 20).

NCAA Division III Softball Championship
Super Regional Participant Teleconference Agenda
May 13, 2019
Page No. 2

- c. Participant credentials (maximum of 25 per team).
- d. Bench passes (in addition to participant credentials; maximum of five per team, two of which must be for medical personnel; provide free access to facility).
6. Lodging information. [Visiting team must stay at the designated team hotel reserved by the host institution.]
7. Transportation arrangements. (All institutions located within 500 miles of the competition site must utilize GO Ground for all charter bus transportation.)
8. Parking.
9. Uniform requirement (2 sets of different colors) and logo policies.
10. Warm-up music (lyrics printed from Internet).
11. Merchandise.
12. Bat testing.
13. Drug testing.
14. Sports information arrangements.
15. Upload institutional logo to NCAA ftp site.
16. Medical arrangements.
17. Questions.

Appendix E • Administrative Meeting Agenda



A G E N D A

National Collegiate Athletic Association
2019 Division III Softball Championship
Administrative Meeting Agenda

1. NCAA committee member/site representative.
 - a. Congratulate teams and introduce games committee.
 - b. Circulate sign-in sheet for coaches and administrators and collect awards recipient forms. [Confirm that all coaches submitted a credential list to the NCAA championship manager and the tournament director by 5 p.m. Eastern time Wednesday prior to competition.]
 - c. Review official squad size (20 players in uniform) and number of individuals permitted in the dugout (30, including a maximum of 20 student-athletes in uniform and 10 additional institutional personnel).
 - d. Review pregame format (**Appendix Q** in the host operations manual). Emphasize pregame warm-up areas and procedures. Teams may warm up in the outfield (e.g., stretch, throw softballs) while the infield is being prepared. After the infield has been dragged/raked, teams may use the infield area in foul territory only for ground balls once all field preparation is completed. Address use of batting cages and bullpens during tournament competition.
 - e. Review videotaping procedures and designated videotaping area(s). Teams may videotape only their own games.
 - f. Review music policy. Note content of warm-up CDs/iPod playlists must be appropriate for all audiences and approved by the games committee. Teams must provide lyrics printed from the Internet of all songs included in their warm-up music to the site representative/NCAA committee member the day before competition.
 - g. Review awards ceremony protocol.
 - h. Review postgame media procedures (e.g., following 10-minute cooling-off period, location of holding areas, winning team interviewed first after each game until the championship game, and then losing team interviewed first).
 - i. Review rain delay procedures and inclement weather guidelines (**Appendix R**).
 - j. Review umpire evaluation forms (**Appendix X**).

NCAA Division III Softball Championship
Administrative Meeting Agenda
Page No. 2

- k. Confirm home and visiting teams for games on first day of competition and review determination of home team procedures (**Appendix P**). Home team chooses uniform color. Visiting team must choose jersey of contrasting color. Teams should bring both sets of uniforms to the field.
 - l. Review uniform logo policy (NCAA Bylaw 12.5.3).
 - m. Review banners and noisemakers policies.
 - n. Review alcohol and tobacco policies.
 - o. Review misconduct provisions (**Appendix L**). Read key points of misconduct statement.
 - p. Read NCAA championship drug testing statement (**Appendix K**).
 - q. Distribute participants' credentials if not already provided to teams (maximum of 25 participant credentials and maximum of five bench passes, two of which must be for medical personnel).
2. Tournament director.
 - a. Review schedule of events.
 - b. Review diagram of facility, including warm-up areas, and note special field considerations.
 - c. Review parking arrangements and distribute parking passes, if applicable.
 - d. Provide phone number for inclement weather updates.
 - e. Review severe weather emergency action plan.
 - f. Review plan for laundry service for advancing teams.
 3. Host sports information director.
 - a. Review postgame interview procedures.
 - b. Review the statistics that will be available after each game.
 - c. Provide press box phone number.

NCAA Division III Softball Championship
Administrative Meeting Agenda
Page No. 3

4. Host athletic trainer.
 - a. Availability of athletic trainers and facilities.
 - b. Review medical procedures.
 - c. Review drug-testing procedures, if testing does occur.
5. Umpire crew chief/Umpire-in-chief.
 - a. Review rules of play modifications.
 - b. Team lineups are official when given to the umpire; lineups should be given to the scorer 20 minutes before game time.
 - c. Review protest procedures. (Rule 7.2 on pages 57-60 in the 2018 and 2019 NCAA Softball Rules Book.)
6. NCAA Softball Secretary-Rules Editor or NCAA committee member/site representative.
 - a. Review process for bat barrel compression testing.
 - b. Review process to select bats for compliance testing.

Appendix F • Umpires Meeting Agenda



A G E N D A

National Collegiate Athletic Association
2019 Division III Softball Championship
Umpires Meeting Agenda

1. NCAA committee chair/site representative.
 - a. Welcome umpires.
 - b. Introduce games committee.
 - c. Review reimbursement procedures (each umpire must register with ArbiterPay).
 - d. Review responsibilities of umpires (**Appendix Z** in the host operations manual).
 - e. Review the umpire evaluation form (**Appendix X**). The NCAA site representative should fill in names of umpires on forms prior to each game and also distribute and collect forms.
 - f. Give illegal equipment to site representative.
2. Crew chief (CC)/Umpire-in-chief (UIC).
 - a. Schedule of events. [Note: Umpires must be at the competition site a minimum of one hour before the scheduled game time.]
 - b. Umpires' uniforms.
 - c. Ground rules and NCAA rules.
 - d. Procedures for assignment of umpires. The CC/UIC will assign umpires for the first day of competition. At regionals and super regionals, the site representative will make subsequent assignments based on umpire evaluations and input from the CC. At the finals, the committee member assigned as the liaison to the umpires will review the umpire evaluations with the UIC and provide input for the UIC to confirm subsequent assignments. The CC/UIC will provide feedback to the umpire crew based on the evaluations.
 - e. Home teams will be determined by the site representative/softball committee.
 - f. Protest procedures (Rule 7.2 of the 2018 and 2019 NCAA Softball Rules Book).
 - g. Team lineups become official when given to the umpire before the game.
 - h. No fraternizing with coaches or student-athletes.

NCAA Division III Softball Championship
Umpires Meeting Agenda
Page No. 2

3. Tournament director.
 - a. Distribute umpire packets (if not done so already) provided by the host institution.
 - b. Distribute credentials, patches and hats.
 - c. Review parking arrangements and provide parking passes, if necessary.
 - d. Review hotel check-out procedures for final day of tournament.
 - e. Identify umpire hospitality area and arrangements for meals.

Appendix G • Games Committee Meeting Agenda



A G E N D A

National Collegiate Athletic Association
2019 Division III Softball Championship
Games Committee Meeting Agenda

1. Review schedule of all activities.
 - a. Practices.
 - b. Games.
 - c. Meetings.
2. Review guidelines regarding the length and schedule of games.
3. Check to make sure all items that were shipped to the site arrived.
 - a. Umpire patches and hats.
 - b. NCAA signage.
 - c. Merchandise.
 - d. Game balls from Rawlings.
 - e. Awards.
 - f. Student-athlete patches (finals site only).
 - g. Locker Room hats and T-shirts for the champions (finals site only).
4. Review responsibilities for key personnel:
 - a. Sports information director.
 - (1) Statistician to complete Stat Crew file.
 - (2) Media arrangements (postgame interview procedures).
 - (3) Reporting of scores.
 - (4) Video footage for championship banquet video at finals site (super regional sites only).
 - b. Head athletic trainer.

NCAA Division III Softball Championship
 Games Committee Meeting Agenda
 Page No. 2

- (1) Schedule of availability.
- (2) Supplies.
- (3) Medical procedures.
- (4) Drug testing procedures.
- c. Security.
 - (1) Arrangements for uniformed security personnel.
 - (2) Crowd control statement – repeated as needed by PA announcer.
 - (3) Security measures for facility.
- d. Umpires (**Appendixes X, Y and Z** in the host operations manual).
 - (1) Arrival times.
 - (2) Assignments.
 - (3) Review of expense reimbursement procedures (ArbiterPay).
- e. Announcer (**Appendixes C, D, M and N**).
 - (1) Scripts for team introductions, awards ceremonies and all-tournament team.
 - (2) Crowd control statement.
 - (3) PA announcements provided by the NCAA.
 - (4) Meet with representative of each team to review name pronunciations.
- f. Weather-safety person and weather procedures.
 - (1) Register for Telvent/DTN lightning and weather monitoring system (site representative should be added to list to receive weather alerts).
 - (2) Phone number for local meteorologist.
 - (3) Severe weather emergency action plan.

NCAA Division III Softball Championship
Games Committee Meeting Agenda
Page No. 3

5. Review championship packet materials (**Appendix AA**).
6. Review pregame format (**Appendix Q**).
7. Review agenda for the administrative meeting (**Appendix G**) and the umpires meeting (**Appendix Y**).
8. Inspect the facility.
 - a. Ground rules.
 - b. Placement of personnel at the scorer's table.
 - c. Dressing area(s) for umpires.
 - d. Designated videotaping area.
 - e. Dugouts, bullpens and tarp.
 - f. Postgame press conference area.
 - g. Location of merchandise sales, concessions and restrooms.
 - h. Hospitality area(s).
 - i. Measure pitching distance and baselines on game field and warm-up areas.
 - j. Check fencing.
 - k. Check amount of time needed for field preparation.

Appendix H • Travel Expense System – Traveler User Guide

TRAVEL EXPENSE SYSTEM – TRAVELER USER GUIDE

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

The screenshot displays the NCAA Travel Expense System interface. At the top, there is a navigation bar with the NCAA logo and 'NCAA Travel Expense' text. A welcome message for 'Juanita Sheely' is visible, along with links for 'Change Password', 'Contact Us', and 'Logout'. Below the navigation bar, there are tabs for 'Trips' and 'Profile'. The main content area is titled 'Trips' and features a table of expense reports. The table has columns for 'Travel group', 'Meeting dates', 'Meeting location', 'Meeting name', 'Travel type', 'Primary Expense Report', and 'Secondary Expense Report'. A search box is located at the top right of the table area. A red arrow points to the 'Create' link in the 'Primary Expense Report' column for the first row, which is highlighted in blue. Another red arrow points to the search box.

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

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

Expense Report

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

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

(Select To Add Expense)

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

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

Expense Report

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

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

Meals
 Lodging
 Mileage @ 0.53
 Ground Transportation
 Airfare
 Other
 Baggage

- 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.

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.

| Mailing Address | |
|-----------------|-------------------|
| | Unapproved Update |
| Address 1 | 123 Main St |
| City | Anytown |
| State | IN |
| Postal code | 46204 |
| Country | USA |

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

| | |
|-------------|-------|
| State | IN |
| Postal code | 46204 |
| Country | USA |

[Modify Address](#)

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

Payment information

Bank is not configured

[Add Bank](#)

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

Bank Info

Bank Info

Bank name

Account type Select Account Type ▾

Routing number

Account number

[Update Bank Info](#)

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

Payment Information

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

[Modify Bank](#)

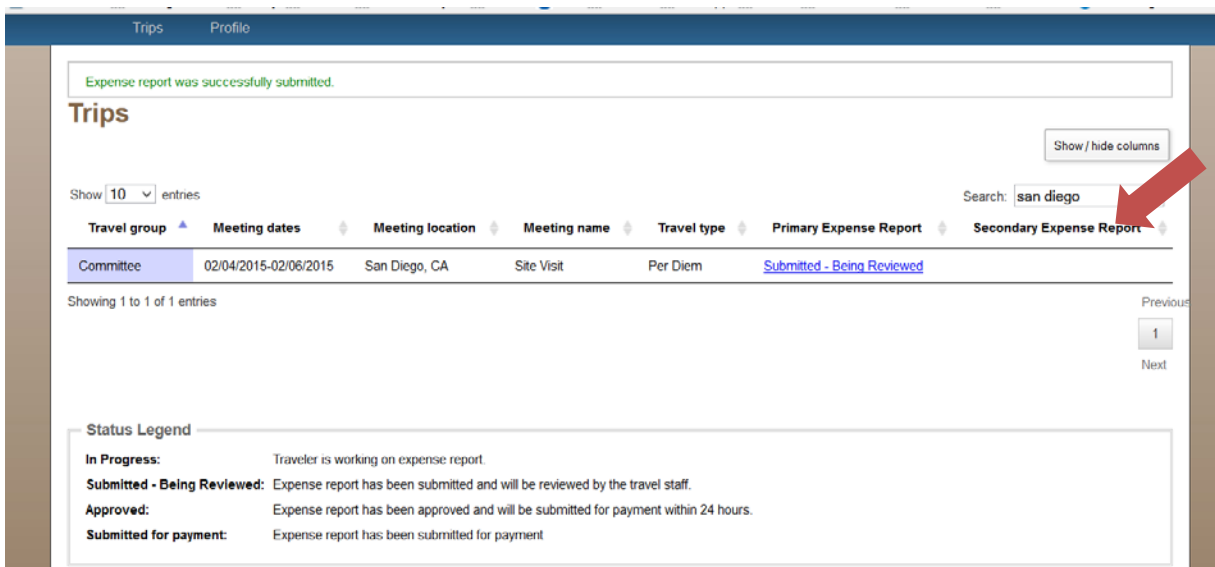
12. Once all expense, address and bank information is complete, click [Submit](#) to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.

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 I • Lightning and Weather Guidelines

GUIDELINE 1E

LIGHTNING SAFETY

July 1997 • Revised July 2013, June 2014

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

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

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

DANGEROUS LOCATIONS

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

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

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

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

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

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

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

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

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