



2024 DIVISION III
SOFTBALL
CHAMPIONSHIP

SITE REPRESENTATIVE
2023-24 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 2024 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:

Preliminary Calls

- **Thursday, May 2, at 11 a.m. Eastern time** - potential Regional, Super Regional Host, and potential Site Rep teleconference will be conducted with all site representatives and NCAA staff to review duties and responsibilities.
 - Microsoft Teams link to be distributed by NCAA Staff.
- **Monday, May 13, at 1 p.m. Eastern time** - a teleconference will be conducted with all regional hosts and site representatives.
 - Microsoft Teams link to be distributed by NCAA Staff.

Regionals

- **Tuesday, May 14, at 10 a.m. Eastern time** - participating team calls with four (or two) participating team head coaches, site rep and tournament director.
 - Microsoft Teams link to be distributed by site rep or tournament director.
- **Wednesday, May 15, at 4 p.m. Eastern time** - administrative meeting on-site for the four participating teams, lead umpire, site rep and host staff. A hybrid option should be provided, if needed.

Super Regionals

- **Monday, May 20, at 11 a.m. Eastern time** - a teleconference will be conducted with all super regional hosts/site representatives.
 - Microsoft Teams link to be distributed by NCAA Staff.
- **Monday, May 20, not later than 3 p.m. Eastern time** - Super Regional Participant Call with participating team head coaches, site rep and tournament director.
 - Microsoft Teams Link to be distributed by site rep or tournament director.
- **Wednesday, May 22, at TBD Eastern time** - administrative meeting on-site for the participating teams, lead umpire, site rep and host staff. A hybrid option should be provided, if needed.

In preparation for your role, please review and have on hand the following documents, which are posted on [ncaa.org](https://www.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 the 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

JoAnn Nester

Assistant Director, Championships and Alliances
P.O. Box 6222 / Indianapolis, Indiana 46206-6222
Phone: 239-707-0135 / jnester@ncaa.org

Markell Staton

Assistant Coordinator, Championships and Alliances
P.O. Box 6222 / Indianapolis, Indiana 46206-6222
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DIVISION III SOFTBALL COMMITTEE

REGION I**Casie Runksmeier**

Associate Athletic Director/SWA
Colby College
4900 Mayflower Hill
Waterville, Maine 04901
Phone: 207-859-4941
Cell: 207-409-6123
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Term expires: August 2026

REGION II**Donna Koczajowski**

Associate Athletic Director/SWA
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Term expires: August 2025

REGION III**Courtney Wormuth**

Associate Athletic Director/SWA
State University of New York at Cortland
8 Folmer Drive
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Term expires: August 2025

REGION IV**Terry Small**

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New Jersey Athletic Conference
528 Alcyon Blvd.
Pitman, New Jersey 08071
Phone: 856-582-3679
Cell: 609-221-1342
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Term expires: August 2027

REGION V**Wes Landrum**

Head Softball Coach
Alvernia University
400 Saint Bernardine St.
Reading, Pennsylvania 19607
Phone: 610-769-1937
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Term expires: August 2025

REGION VI**Terlynn Olds**

Director of Athletics
LaGrange College
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LaGrange, Georgia 30240
Cell: 904-233-4782
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Term expires: August 2025

REGION VII

Van Zanic

Director of Athletics & Head Softball Coach
Geneva College
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Term expires: August 2026

REGION IX

Jamie L. Mueller

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Term expires: August 2027

REGION VIII

Brad Duckworth, Chair

Director of Athletics
University of Wisconsin-Stevens Point
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Term expires: August 2024

REGION X

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Term expires: September 2025

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

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	Upon confirmation of bracket, May 12
Potential Regional, Super Regional Host, and Potential Site Rep call	11 a.m. Eastern time, May 2
Teleconference with Regional Tournament Directors and Site Representatives	1 p.m. Eastern time, May 13
Participant Teleconferences for Regional Sites	Not later than noon, May 14
Site Representative Arrival Date at Regional Site	Before practices, May 15
Teleconference with Super Regional Tournament Directors and Site Representatives	11 a.m. Eastern time, May 20
Participant Teleconferences for Super Regional Sites	3 p.m. Eastern time, May 20
Site Representative Arrival Date at Super Regional Site	Before practices, May 21-22

Section 5 • Responsibilities

Section 5.1 Team Championships

BEFORE LEAVING FOR 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 folder from the NCAA staff.
- Print or download resource documents.
 - Site representative manual.
 - Host operations manual.
 - Pre-championship manual.
 - Documents in site representative and hosting shared folder.
 - Contact information for teams, host and officials.
 - 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, on Monday before the participant teleconference on Tuesday, 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/link 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, if needed. 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). 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).

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.
- 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 lead umpire 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 all competition dates. If there is a recommended change to the prescribed umpire rotation, the site rep should contact the NCAA administrator and the head umpire on site should contact the national coordinator of umpires before approval is granted. Also, remind the crew chief to attend the administrative meeting to review any NCAA rules modifications.

- Check with the tournament director regarding the following shipments utilizing the shipment checklist:
 - NCAA signage.
 - Softballs from Rawlings.
 - Merchandise from Event 1.
 - Awards.
 - Umpire patches and hats from Smittys.
 - Student-athlete patches, helmet stickers, and congratulatory cards from the NCAA.
 - Bat Testing Equipment (Logs and Stickers) (Hosts provides the machines.)
- Review drug-testing policies and procedures if your site is selected for drug testing.
- Check with tournament director and crew chief to see if they have 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).
- Confirm uniform colors for the first day of games.

BAT TESTING

- Postseason barrel compression testing (BCT) is mandatory and will be conducted each day of competition on all bats for all teams at all regional and super regional sites and at the finals site. ALL bats to be used during competition MUST be tested.
- Hosts should review bat testing location and schedule for each team on Thursday and corresponding days based on game times.
- Hosts should review who is doing bat testing (site rep/participating coaches/host institution staff).
 - Site rep must will be present at all times during bat testing no matter who is doing the actual function of testing.

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) before the first practice. Review the plan to ensure practices are closed.
- Review bat testing location, ensure testing machine and corresponding testing equipment has arrived.
- Locker rooms. Ensure locker rooms, if available, are clean and at minimum have equal spaces for the two competing teams. If locker rooms are not available, ensure a private changing area and restroom is provided for each team.
- Press conference area. Ensure the host is prepared to host 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. As a reminder, the home dugout will be the host institution's regular season home dugout.

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- Videotaping area.
- Towels, water bottles, cooler and other soft drinks. Sideline product is DASANI only. Teams may drink other products (e.g., POWERADE) from DASANI cups, generic cups or generic 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.
- 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. Teams should only provide clean music and confirm with the host prior to departure if they will need to provide the device or simply the playlist. Ensure host has personnel available to play music.
- Ensure all uniforms are in compliance with logo legislation.
- Review pregame timing with the host and ensure no deviations occur with prior approval from the NCAA.
- Ensure the same equipment provided by the host is available for all teams (i.e., equipment provided by the host institution for the host team should also be provided for each visiting team).
- 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.

- Supervise or facilitate bat testing. Site rep must be present for all bat testing even if the site rep is not conducting the actual testing. Ensure testing is happening and that it is neutral.
- Conduct an umpires meeting before the first game. Ensure all umpires provide their contact information.
- Greet the umpires and the visiting team(s) as they arrive.
- Receive the student-athletes eligible player list for each game in uniform (maximum of 20) and dugout limits (maximum of 32; 33 if the host institution provides a bat handler). All student-athletes within the 32 may be in uniform.
- Remind coaches of the postgame protocol (awards announcements, 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 the awards form is completed from each team and turned in at the administrative meeting.
- Ensure host has 20 medallions available to provide 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 NOT be distributed to student-athletes in uniform at this time at regionals or super regionals. (Coaches may add the names of any student-athlete, staff, or team personnel, as they can be announced as well.) Following the final game at each regional site, 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 and ticket punched sign to the advancing team.
- Give each head coach an umpire evaluation form link after each game.
- 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 final game at the site). All student-athletes must be made available for press conferences.
- Escort the head coaches and selected student-athletes to the press conference area.
- Confirm the designated 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 the 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 FINAL GAME AT EACH SITE

- Confirm that the super-regional host has hired a videographer and is prepared to videotape 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 via the awards form.
- 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 (preferably on card stock) 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 (regionals) or most outstanding player and pitcher (super regionals) 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 winning team. At super regionals, announce the players from the non-advancing team first, and then the super regional winning 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 but are welcomed to complete, if desired.

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 (65.5 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, as well as hotel parking charges, if applicable, 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, airport parking fees) are covered by the per diem. All questions about the policy should be directed to NCAA Staff.

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 B](#).

Section 6•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

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

NCAA TRAVEL GROUP

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

Section 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):** An institutional representative is an individual from the participating institution (designated by that 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. The inclement weather policy, if needed, is found on in the host manual and in the shared drive, but will only be utilized if needed and communicated via the NCAA Staff and Sport Committee Chair.

LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA has made arrangements through 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 provide their 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 C](#).

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 RQ+. The goal is to pay all umpires within two weeks of the conclusion of competition. If umpires do not register for RQ+ 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 • 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.

NCAA Travel Expense

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

Trips Profile

Trips

Show entries Search:

Show / hide columns

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.

Approvals > Approving Expense Report

Expense Report

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

Expenses

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

Select To Add Expense

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

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

Trips > Editing Expense Report

Expense Report

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

Expenses

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

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

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

Trips > Editing Expense Report

Expense Report

Committee/program: _____

Meeting dates: 02/04/2015 - 02/06/2015

Meeting name: Site Visit

Location: San Diego, CA

Travel dates: 02/03/2015 ... - 02/06/2015 ...

Expenses

Expense	Unit	Amount	Receipt	Notes
Per Diem 4 day(s) * 75		300		
Mileage @ 0.53	400	212		
Lodging		102.35	Browse... No file selected.	stuck in connecting city overnight

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

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

Pay To

Self

Mailing Address

No tax address is configured

[Add Address](#)

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

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

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

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

State	IN
Postal code	46204
Country	USA

[Modify Address](#)

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

Payment Information

Bank is not configured

[Add Bank](#)

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

Bank Info

Bank Info

Bank name

Account type

Routing number

Account number

[Update Bank Info](#)

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

Payment Information

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

[Modify Bank](#)

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

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

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

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

Status Legend

In Progress: Traveler is working on expense report.

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

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

Submitted for payment: Expense report has been submitted for payment

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

Appendix C • 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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