



2024 DIVISION I  
**TENNIS**  
**CHAMPIONSHIPS**

# ***SITE REPRESENTATIVE***

## ***2023-24 MANUAL***

# Division I Men's and Women's Tennis

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# Section 1 • Introduction

## Section 1•1 Overview

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Thank you for serving as an NCAA site representative at one of the preliminary-round sites of the Division I Men's and Women's Tennis Championships.

During the preliminary rounds of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division I Men's and Women's Tennis Committee. As such, NCAA site representatives are expected to conduct preliminary-round championships competition according to the policies and procedures outlined in this manual, the pre-championships manual and the host operations manual. NCAA site representatives are also responsible for conducting both the administrative meeting and officials meeting before the start of preliminary-round competition.

Please Note: A videoconference will be held at **11 a.m. Eastern time Wednesday, May 1**, for all site representatives, tournament managers and NCAA staff to review duties and responsibilities. Please refer to [Appendix C](#) for the videoconference agenda. Videoconference access information will be sent via a meeting maker.

In preparation for your role, please review and have on hand the following documents, which are located on [ncaa.org](http://ncaa.org) at [ncaa.org/championships/division-i-mens-and-womens-tennis](http://ncaa.org/championships/division-i-mens-and-womens-tennis).

- Pre-championships manual.
- Host operations manual.

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

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

On behalf of the NCAA and the NCAA Division I Men's and Women's Tennis Committee, thank you for your time and efforts.

## Section 1•2 Responsibilities of Site Representatives

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

- To serve as a representative of the NCAA during championships competition.
- To conduct championship competition according to the policies and procedures outlined in the pre-championships manual and host operations manual.
- To conduct the administrative and officials meetings in conjunction with the championships.
- To serve as a resource for visiting teams and the tournament manager.
- To complete an evaluation of the tournament site.
- To communicate in a timely fashion to the NCAA championship staff issues and concerns that occur at the site.

## Section 2 • Contact Information

### NCAA STAFF

**Micaela Liddane** (men's championships)  
Associate Director, Championships and Alliances  
P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Phone: 317-917-6513  
Cell: 317-272-1356  
Email: [mliddane@ncaa.org](mailto:mliddane@ncaa.org)

**Antonio Cannavaro**  
Coordinator, Championships and Alliances  
Phone: 317-917-6724  
Email: [acannavaro@ncaa.org](mailto:acannavaro@ncaa.org)

**John Bugner** (women's championships)  
Director, Championships and Alliances  
P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Phone: 317-917-6529  
Cell: 317-522-7220  
Email: [jbugner@ncaa.org](mailto:jbugner@ncaa.org)

**Kerstin Hunter**  
Coordinator, Championships and Alliances  
Phone: 317-917-6645  
Email: [khunter@ncaa.org](mailto:khunter@ncaa.org)

### DIVISION I MEN'S AND WOMEN'S TENNIS COMMITTEE

#### Representing Men's Tennis

##### EAST REGION

**Peter Pilling**  
Director of Athletics  
Columbia University-Barnard College

##### CENTRAL REGION

**Jimmy Borendame**  
Head Men's Tennis Coach  
Middle Tennessee State University

##### MIDWEST REGION

**Mike Penner, chair**  
Executive Associate Athletics Director  
The Ohio State University

##### SOUTHEAST REGION

**George Husack**  
Head Men's Tennis Coach  
University of Alabama

##### SOUTHWEST REGION

**Chris Young**  
Director of Tennis/Head Women's Tennis Coach  
Oklahoma State University

##### WEST REGION

**Vince Baldemor**  
Associate Athletics Director/External Affairs  
University of Hawaii, Manoa

#### Representing Women's Tennis

**Dr. Sofia Hiort-Wright**  
Senior Executive Associate Athletics Director  
Virginia Commonwealth University

**Paul Wardlaw**  
Head Women's Tennis Coach  
University of Denver

**Cathy Rossi, chair**  
Deputy Athletics Director  
University of Wisconsin-Milwaukee

**Cristina Moros**  
Head Women's Tennis Coach  
University of South Florida

**Kimberly Gallow**  
Senior Associate Director of Athletics for Operations  
and Capital Projects  
University of New Orleans

**Courtney Nagle**  
Head Women's Tennis Coach  
University of Oregon

# Section 3 • Selection and Overview

## Section 3•1 Selection Process and Notification

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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 inform the respective championship manager at the time of their selection. (See Conflict of Interest below.)

Site representatives will be notified that they are needed to serve after the selection of host sites and must participate in a May 1 videoconference.

## Section 3•2 Conflict of Interest

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[Reference the August 2008 Executive Committee minutes.]

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

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

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

## Section 3•3 Neutrality

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Site representatives represent the NCAA and should be neutral in this role. We ask that site representatives dress professionally and avoid any clothing that denotes institutional and/or conference affiliation.

## Section 3•4 Evaluations

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### PRELIMINARY-ROUND SITE EVALUATIONS

In order to obtain feedback on a championship site, we ask that each site representative provide feedback on the championship site at which they served. Please [click here](#) to complete this evaluation.

## Section 4 • Important Dates

### 2024 DIVISION I MEN'S AND WOMEN'S TENNIS IMPORTANT DATES

<b>Announcement of First- and Second-Round Sites</b>	Monday, April 29
<b>Notification of Site Representatives for First/Second Rounds</b>	Monday, April 29
<b>Mandatory Site Representatives Videoconference</b>	Wednesday, May 1
<b>Site Representatives Arrival at First-/Second-Round Sites</b>	Wednesday, May 1, or Thursday, May 2
<b>Competition Dates for First/Second Rounds</b>	Friday, May 3, to Sunday, May 5
<b>Notification of Site Representatives for Super Regionals</b>	Monday, May 6
<b>Site Representatives Arrival at Super-Regional Sites</b>	Wednesday, May 8, or Thursday, May 9
<b>Competition Dates for Super Regionals</b>	Friday, May 10, or Saturday, May 11

# Section 5 • Responsibilities

## Section 5•1 Team Championships

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### NOT LATER THAN THREE DAYS BEFORE COMPETITION

- Contact tournament manager:
  - Confirm hotel accommodations have been communicated to team(s) and officials, if needed.
  - Confirm your arrival time and hotel accommodations, if needed.
  - Confirm match and practice times.
  - Discuss neutrality.
  - Discuss equipment to be received and equipment to be provided.
  - Confirm date, time and location of administrative and officials meetings.
  - Confirm site representative has been added to receive notification via DTN WeatherSentry Online.
  - Review security/safety plan.
  - Ensure host medical staff are prepared to be at practices and matches.
  - Discuss locations of:
    - Media/interview areas.
    - Athletic training room area.
    - Videotaping and photography areas.

### NOT LATER THAN TWO DAYS BEFORE COMPETITION

- Check with host on the following shipments:
  - NCAA signage.
  - Game balls.
  - Scorecards.
  - Merchandise from Event 1.
  - Student-athlete patches.
  - Participant medallions (9) (***super-regional sites only***).
  - Super-regional championship trophy (1) and mini trophies (13) (***super-regional sites only***).
- Review drug-testing policies and procedures if your site is chosen.

### DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament manager to discuss the following:
  - Entrances – public, teams, officials, staff.
  - Ticket locations.
  - Credentials/players – pass list.
  - Communication (radios), if necessary.
  - Crowd control.
  - Review prematch schedule.
  - Ensure that all equipment is ready.
  - Expected media.
  - Band/spirit squad/mascot procedures, if applicable.



## DIVISION I MEN'S AND WOMEN'S TENNIS

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- Security plan.
- Inclement weather, if applicable.
- Perform a facility walk-through and review:
  - Personnel are in place.
  - Press box.
  - Team bench area(s).
  - Scorer's table, if applicable.
  - Media/interview area.
  - Locker rooms (teams and officials) and security.
  - Merchandise sales area.
  - Overall look and treatment of facility.
  - Signage – all commercial signage must be removed or covered.
  - Scoreboard – advertising covered or removed.
  - Test all electronic equipment.
  - Videotaping/photography areas.
  - Scouting seats, if applicable.
  - Athletic training room.
  - Evaluator location, if applicable.
  - Band/spirit squad location, if applicable.
  - Nonparticipant seating, if applicable.
- Miscellaneous:
  - Make sure athletic trainer is available at all practices.
  - Make sure NCAA logo rule is being observed.
  - Equipment for all teams checked.
  - Merchandise available.
  - Review parking.
  - Review administrative meeting agenda with tournament manager. Make sure copies are available for the meeting.
  - Confirm sports information director is prepared to report results as set forth in the host operations manual.
  - Review script with communications representative/public address announcer.
- Lead administrative meeting:
  - Review NCAA administrative policies.

### DAY OF COMPETITION

- Perform a facility walk-through and review:
  - Signage is properly displayed and advertisements are covered.
  - Press box/scorer's table/coaches booth are set and ready, if applicable.
  - Check if locker room(s) is clean and properly stocked with paper items and hydration products.
  - Ensure that sales location for merchandise is prepared.
  - Check for inappropriate noisemakers.
  - Test all electronic equipment.
- Greet officials and visiting team(s) as they arrive.
- Check squad sizes and bench limits.

- Collect lineup forms 30 minutes before start of match and provide them to the public address announcer, if applicable.
- Note: The latest time a match should start at preliminary rounds is 10 p.m. local time.

### During Match

- Observe coaches' and student-athletes' behavior.
- Make sure NCAA logo rule is observed.
- Note any problems in the stands/bleachers and have security address any conflicts.
- Listen and watch crowd for inappropriate noisemakers and/or signage. Have security remove them if necessary.

### Between Singles and Doubles

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

### BEFORE THE END OF MATCH

- Ask the tournament manager to get you an accurate count of match attendance to report back to the championship manager.
- Ensure everyone is prepared for end-of-match security and media needs.
- **Super regionals only:** Ensure awards are ready for distribution to teams. Nine medallions for non-advancing team; one large trophy and 13 mini trophies for super-regional winner.

### END OF MATCH

- At end of match, make sure officials are safely off the court.
- **Super regionals only:** Provide one large trophy to winning team at moment of victory. Provide 13 mini trophies to team after celebration.
- Observe players and coaches leaving court.
- If a misconduct occurs, contact the NCAA championships manager.
- Attend media interviews and ensure cooling-off period occurs.
- Check in with drug testing to confirm there are no issues, if applicable.
- Stop by the locker room of the non-advancing team(s) and thank head coach(es) and team(s) for being part of the championships. **Super regionals only:** Provide nine medallions to non-advancing team.

### BEFORE LEAVING SITE

- Remind sports information director to send results as requested by NCAA.
- Confirm that the tournament manager has everything taken care of and remind them to complete online survey.

### WITHIN 48 HOURS AFTER MATCH

- Complete all requested evaluations.
- Provide misconduct feedback/report, if applicable.
- Complete online travel expense report. (See [Appendix D](#) for instructions.)

# Section 6 • Travel, Lodging and Expense Reimbursement

## Section 6•1 Travel

All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage (67 cents per mile round trip - rate subject to change) for up to 400 miles 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 manager 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

All site representatives will receive a \$75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem.

Once competition has been completed, please submit the online travel expense report. (See [Appendix D](#) for instructions.)

## Section 6•4 Team Transportation Contact Numbers

### SHORT’S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	<a href="mailto:ncaaalo@shortstravel.com">ncaaalo@shortstravel.com</a>

### NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	<a href="mailto:travel@ncaa.org">travel@ncaa.org</a>
Website	<a href="http://ncaa.org/championships/travel/championships-travel-information">ncaa.org/championships/travel/championships-travel-information</a>

# Section 7 • NCAA Administrative Guidelines

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

## Section 7•1 Logo Policy

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An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

## Section 7•2 Misconduct Statement

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*Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. (Bylaw 31.02.4)*

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

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The use of tobacco by student-athletes, or team or game personnel (e.g., coaches, athletic trainers, managers and game officials), is prohibited during competition. Any student-athlete, or team or game personnel, who uses tobacco during competition shall be disqualified for the remainder of that competition.

## Section 7•4 Drug-Testing Statement

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

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

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

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

### FREQUENTLY ASKED QUESTIONS FOR COACHES

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

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

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

**Q. How long does drug testing take?**

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

**Q. What is an institutional representative?**

- A. For Individual/Team Championships (e.g., golf, tennis, track and field, swimming):** An institutional representative is an individual (e.g., coach, athletic trainer) who should be informed by the student-athlete that they will be proceeding to drug testing. On some occasions, an institutional representative must certify the identity of the student-athlete at the drug-testing site.

**Q. When is the institution notified of drug testing?**

- A. For Individual/Team Championships:** Only the student-athlete is notified of their selection for drug testing. The student-athlete is then responsible for notifying an institutional representative of their selection.

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

- A. For Individual/Team Championships:** An official drug-testing courier will notify student-athletes of their selection for drug testing, usually on completion of the student-athlete's event, session or day of competition. The student-athlete then informs an institutional representative from their institution before proceeding to the drug-testing site.
- 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 Individual/Team Championships:** The official drug-testing courier will provide the student-athlete with specific instructions as to when to report to drug testing.
- 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 before a student-athlete completes 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 match (10 p.m. 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 their match begins at 10 p.m. 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 noon 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 Individual/Team Championships:** It depends. If the student-athlete has deferred drug testing until later that day, an institutional representative must be at the collection station to certify the identity of each student-athlete before the student-athlete will be allowed to check in. Otherwise, the official drug-testing courier will accompany the student-athlete to drug testing.

## Section 7•5 Inclement Weather

Tennis is a very "weather sensitive" sport, so we want to provide a little more specific guidance. All efforts shall be made to complete competition outdoors.

While regular-season tennis competition uses weather.com as the sole determining factor for decisions related to inclement weather, the NCAA championship manager, tournament managers and site representatives will use all available information to make decisions. Tournament managers should consider consulting a local meteorologist or the National Weather Service in addition to consulting various weather forecasting websites.

If the games committee (tournament manager, site representative and head referee) determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship manager with a summary and details of the anticipated weather/environmental issue and proposed alternate schedule before making or announcing any formal changes. **Any change to the schedule or a decision to move indoors must be approved by the NCAA championship manager.**

The tennis committee has established 10 p.m. local time as a guideline for the latest a match should start for any round of the championships.

Please note the following schedule for completing second-round play if a weather delay necessitates delaying matches until the next day. If there are indoor courts available, matches will be played on the scheduled day.

<b>Sunday, May 5</b>	Men's championships – Second-round play must start by 9 a.m. local time.
<b>Monday, May 6</b>	Women's championships – Second-round play must start by 9 a.m. local time.
<b>Sunday, May 12</b>	Super-regional play must start at 9 a.m. local time.

**Incomplete Match Policy.** In the event a site is unable to complete competition by the designated time, the following procedure shall be in place:

**Second Round.** If no indoor backup is available at the site and inclement weather or other unforeseen circumstances have made it impossible to complete the second-round match Sunday, second-round play must start by 9 a.m. local time Monday. The host must do everything possible, including moving to an alternate site, to complete the match. If the match still cannot be completed Monday, the Division I Men's and Women's Tennis Committee is authorized to advance the higher seeded team to the super regional after reviewing all actions attempted by the host to complete the match.

**Super Regional.** If no indoor backup is available at the site and inclement weather or other unforeseen circumstances have made it impossible to complete the super-regional match Saturday, super-regional play must start by 9 a.m. local time Sunday. The host must do everything possible, including moving to an alternate site, to complete the match. If the match still cannot be completed Sunday, the Division I Men's and Women's Tennis Committee is authorized to advance the higher seeded team to the final site after reviewing all actions attempted by the host to complete the match.

### LIGHTNING AND WEATHER DETECTION SERVICE

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

The site representative should request that the tournament manager include their email and/or telephone via text to the DTN WeatherSentry Online system so they can receive the weather updates.

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

# Appendixes

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## Appendix A • Administrative Meeting Agenda



### A G E N D A

National Collegiate Athletic Association  
Division I Tennis Preliminary-Round Administrative Meeting

1. Introductions. (NCAA Representative)
  - a. Games committee. (NCAA representative, head referee, tournament manager)
  - b. Host institution personnel.
  - c. Participating coaches.
  - d. Head referee.
  - e. Other.
2. Host institution. (Tournament Director)
  - a. Match schedule/times.
  - b. Practice courts.
  - c. Inclement weather.
  - d. Tickets/credentials.
  - e. Athletic training facilities/medical.
  - f. Hospitality.
  - g. Media arrangements/coordination.
  - h. Other.
3. NCAA information. (NCAA Representative)
  - a. Logo policy.
  - b. Misconduct.
  - c. Drug testing.
  - d. Online evaluation form for participants and coaches (Sent via email from NCAA).
  - e. Super-regional information. *(present at first and second rounds only)*
    - (1) Short's Travel Management (866-655-9215).
    - (2) Administrative meeting.
  - f. Super-regional awards. *(present at super regional only)*
  - g. Finals site information. *(present at super regional only)*
    - (1) Short's Travel Management (866-655-9215).
    - (2) Pre-championships manual and participants' manual.
    - (3) Pre-assigned hotels.
    - (4) Pre-assigned practice courts and times.
    - (5) Administrative meeting.
4. Head referee.
  - a. Lineups/substitutions.
  - b. Postmatch code assessments (carry-over rule on penalties from round to round).
  - c. Ball changes.
  - d. Profanity.
  - e. Coaching.
  - f. Other.
5. Questions. (NCAA Representative)
6. Adjournment.

NCAA/11\_27\_2023/JEB/ML:kh

## Appendix B • Administrative Meeting Speaking Points



### A G E N D A

#### National Collegiate Athletic Association Division I Tennis Preliminary-Round Administrative Meeting

1. Introductions. (NCAA Representative)
  - Welcome the teams and congratulate them on a great season thus far.
  - a. Games committee. (NCAA representative, head referee, tournament manager)
    - Site representative will introduce themselves.
    - The games committee is composed of the NCAA site representative, head referee and the tournament manager.
  - b. Host institution personnel.
    - Tournament manager will introduce themselves and pertinent host staff (athletic trainer, sports information, etc.).
  - c. Participating coaches.
    - All team representatives will introduce themselves.
  - d. Head referee.
    - The head referee will introduce themselves.
  - e. Other.
    - Introduce any others.
2. Host institution. (Tournament Manager)
  - Tournament manager will provide this information specific to each site.
  - a. Match schedule/times.
    - Review the match schedule.
  - b. Practice courts.
    - Review the location and availability of practice courts.
  - c. Court assignments.
    - Review court assignments.
  - d. Inclement weather.
    - Review any anticipated weather concerns, indoor court location and safety locations.
    - The games committee will make any decision to move indoors or delay in consultation with the NCAA national office staff.
  - e. Tickets/credentials.
    - Review ticket sales information and capacity limits.
    - Obtain pass lists, if applicable.
    - Provide credentials to teams and review access.
  - f. Athletic training facilities/medical.
    - Review athletic training room location, hours, medical coverage, modalities, etc.
  - g. Hospitality.
    - Review hospitality location, hours and offerings.
  - h. Media arrangements/coordination.
    - Provide information on live scoring, web streaming and media links.
  - i. Other.
    - Identify non-participating student-athlete seating.
3. NCAA information. (NCAA Representative)
  - NCAA site representative will provide this information.

NCAA Division I Tennis Preliminary-Round  
Administrative Meeting Agenda  
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- a. Logo policy.
  - An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).
- b. Misconduct.
  - Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. (Bylaw 31.02.4)
- c. Drug testing.
  - NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

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

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.
- d. Online evaluation form for participants and coaches (sent via email from NCAA).
  - The NCAA will send a survey link via email to all head coaches. Please forward to your student-athletes to complete so the committee can gain their feedback in an effort to improve the championships in the future.
- e. Super regional information. *(present at first and second rounds only)*
  - (1) Short's Travel Management.

The advancing team will call Short's Travel Management to make travel arrangements to travel to their super regional if traveling by air.
  - (2) Administrative Meeting.

The administrative meeting will take place the day before the start of competition at each super-regional site.
- f. Super regional awards. *(present at super regional only)*
  - New for 2024: The team advancing from each super-regional will receive a large Super Regional champion trophy and 13 mini-trophies at the conclusion of the match. At the final site, only the national champion and runner-up will receive trophies. The semifinalist trophies have been discontinued.
  - The non-advancing team will continue to receive nine participant medallions at the conclusion of the match.

NCAA Division I Tennis Preliminary-Round  
 Administrative Meeting Agenda  
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- g. Finals site information. *(present at super regional only)*
  - (1) Short's Travel Management (866-655-9215).
    - The advancing team will call Short's Travel Management to make travel arrangements to travel to Stillwater, Oklahoma, if traveling by air.
  - (2) Pre-championships manual and participant manual.
    - The advancing team should review the pre-championships manual and the participants manual before departure to Stillwater. The participant manual contains information specific to the championships in Stillwater.
  - (3) Pre-assigned hotels.
    - The host tournament manager will contact the advancing team with your assigned hotel property. Teams are obligated to stay at the assigned hotel.
  - (4) Pre-assigned practice courts and times.
    - The host tournament manager will contact the advancing team with assigned practice times. Practice times are assigned based on match times. The host will also provide the contact information for the practice coordinator.
  - (5) Administrative meeting.
    - The administrative meeting will take place at 5 p.m. local time, Wednesday, May 15.
- 4. Head referee.
  - The head referee will provide this information.
- a. Lineups/substitutions.
  - First- and second-round site: Nine student-athletes are designated for first- and second-round competition; these nine are designated at the administrative meeting the day before the start of competition. Student-athletes listed on the team's lineup for the first round will remain the same for the second round.
  - Super-regional site: Nine student-athletes are designated for super-regional round competition; these nine are designated at the administrative meeting the day before the start of competition.
  - Consistent with ITA rules, coaches must list all student-athletes in order of singles-play strength including and doubles specialists on the lineup form.
  - There is a \$400 fine for failure of an institution to submit its lineup 30 minutes before the start of a dual match and/or for improperly submitting lineup changes that occur within the five minutes between doubles and singles competition.
  - Replacements/substitutions:
    - o The referee/games committee must be notified of any changes to the lineups for reasons other than injury/illness two hours before the scheduled start of the match.
    - o The games committee has the right to review and, if necessary, overrule a coach's decision regarding a lineup change based on the ability of the players and matches during the last half of the season.
    - o For the time between doubles and singles, per ITA rules, any lineup changes must be submitted to the opposing coach within two minutes of the completion of the final doubles match.
    - o Direct line substitution rule is in effect for doubles.

### NCAA Division I Tennis Preliminary-Round

#### Administrative Meeting Agenda

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- Any rostered, non-competing student-athletes on-site may be in the locker rooms, bench area and must be on court when courts open up and student-athletes line up on either side of the net to watch.
  - New for 2024: Lineup challenges may be submitted for each weekend of competition. Procedures and deadlines are outlined in the pre-championships manual. Final lineups will be available before each weekend by noon Eastern time the day before competition.
- b. Postmatch code assessments (carry-over rule on penalties from round to round).
- Please review the postmatch code assessments listed in the NCAA pre-championships manual in section 1.5 on page 11.
  - ITA carry-over rule is in effect through the tournament – penalties are carried over to the institution's next match, even if the next match is at the finals site.
  - If a postmatch code violation that is given after a match in the team competition cannot be applied during the team match, the following applies.
    - o Postmatch code is carried over to the offending student-athlete's next opportunity during the championship
    - o If the offending student-athlete has completed play in the championships, the postmatch code will be assessed at the first opportunity to the offending student-athlete's teammate(s) continuing play.
    - o The assessment will be applied at the start of the next game or if in a tiebreaker, then immediately.
- c. Ball changes.
- Balls shall be changed at the start of each set.
- d. Profanity.
- e. Coaching.
- f. Other.
5. Questions. (NCAA Representative)
- Any questions?
6. Adjournment.

## Appendix C • Site Reps/Tournament Managers Agenda



### A G E N D A

National Collegiate Athletic Association  
Division I Tennis  
Preliminary-Round Site Representatives/Tournament Managers

Microsoft Teams Videoconference

May 1, 2024  
11 a.m. Eastern time

1. Welcome/opening comments.
2. Introductions.
3. Confirm dates/match times.
4. Games committee.
5. Administrative meeting.
6. Drug testing.
7. Misconduct.
8. Logo policy.
9. Results.
10. Severe weather information.
11. Incomplete match policy.
12. Security/emergency plan.
13. Shipments.
  - a. Wilson tennis balls.
  - b. Signage.
  - c. Scorecards.
  - d. Event 1 merchandise.
  - e. Awards for super regionals.

## **DIVISION I MEN'S AND WOMEN'S TENNIS**

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NCAA Division I Tennis First- and Second-Round  
Site Representatives/Tournament Managers  
Videoconference Agenda  
May 1, 2024  
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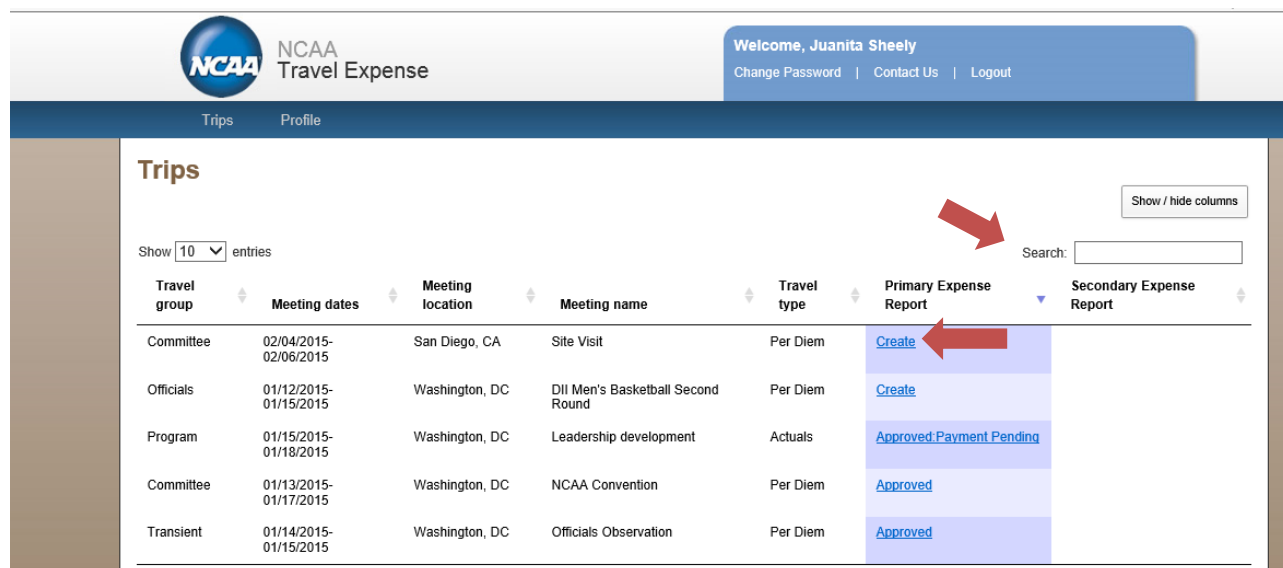
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14. LEARFIELD/digital programs/rosters.
15. Officials.
16. Expenses.
17. Lineups/substitutions.
18. Postmatch code assessments (carry-over rule on penalties from round to round).
19. Neutral site reminder.
20. Webcasting.
21. Super-regionals information.
22. Finals site information.
23. Questions.
24. Adjournment.

## Appendix D • Travel Expense Report 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**

Show  entries

Show / hide columns

Search:

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

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		
<a href="#">Select To Add Expense</a>				

- 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		
<a href="#">Select To Add Expense</a>				

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.

**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 overnigh

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.

State

IN

Postal code

46204

Country

USA

Modify Address

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

Payment Information

Bank is not configured

Add Bank

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

Bank Info

Bank Info

Bank name

Account type

Select Account Type ▾

Routing number

Account number

Update Bank Info

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

Payment Information

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

Modify Bank

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

Pay To

Organization

Select Organization

AMERICAN BASEBALL COACHES ASSOCIATION  
AMERICAN BAR ASSOCIATION  
AGNES SCOTT COLLEGE  
ALFRED UNIVERSITY  
AURORA UNIVERSITY

Staff Notes

Note Created by

Add

Update Expense report Submit Trips

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

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

Trips Profile

Expense report was successfully submitted.

### Trips

Show / hide columns

Show 10 entries

Search: san diego

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

Showing 1 to 1 of 1 entries

Previous 1 Next

Status Legend

- In Progress:** Traveler is working on expense report.
- Submitted - Being Reviewed:** Expense report has been submitted and will be reviewed by the travel staff.
- Approved:** Expense report has been approved and will be submitted for payment within 24 hours.
- Submitted for payment:** Expense report has been submitted for payment.

If you have trouble using the system, please contact the travel department at [travel@ncaa.org](mailto:travel@ncaa.org) or 317-917-6757.

## Appendix E • Lightning and Weather Guidelines

# LIGHTNING SAFETY

July 1997 • Revised July 2013, June 2014

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

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

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

## DANGEROUS LOCATIONS

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

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

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

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

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

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

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

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

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