



# ***SITE REPRESENTATIVE 2024-25 MANUAL***

# Division III 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 III Men's and Women's Tennis Championships.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division III Men's and Women's Tennis 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 prechampionships manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials meeting prior to the start of preliminary-round competition.

Please note: A videoconference will be conducted at 11 a.m. Eastern time, May 6 for all site representatives and NCAA staff to review duties and responsibilities. Please refer to [Appendix B](#) for the teleconference agenda and call-in information.

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

- Prechampionships manual – [ncaa.org/championships/division-iii-mens-and-womens-tennis](https://www.ncaa.org/championships/division-iii-mens-and-womens-tennis)
- Host operations manual – [ncaa.org/championships/division-iii-mens-and-womens-tennis](https://www.ncaa.org/championships/division-iii-mens-and-womens-tennis)

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 Men's or Women's Tennis Committee chair.

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

# Section 2 • Contact Information

## Section 2•1 NCAA Staff and National Committee

### NCAA STAFF

**Victoria Lipscomb (men's)**  
Championships and Alliances,  
Operations  
P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Phone: 317-917-6764  
Cell: 317-979-9688  
Email: [vlipscomb@ncaa.org](mailto:vlipscomb@ncaa.org)

**Raymon Gaddis (women's)**  
Championships and Alliances,  
Operations  
P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Phone: 317-917-6042  
Cell: 463-302-0019  
Email: [rgaddis@ncaa.org](mailto:rgaddis@ncaa.org)

**Bryce Peters**  
Championships and Alliances,  
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P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Phone: 317-917-6855  
Cell: 317-431-6162  
Email: [bpeters@ncaa.org](mailto:bpeters@ncaa.org)

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

#### Representing Men's Tennis

#### Representing Women's Tennis

##### REGION I

**Mike Lynch, chair**  
Associate VP for Athletics and Athletics Advancement  
Babson University

**Douglas Chapman**  
Head Women's Tennis Coach  
University of Massachusetts Dartmouth

##### REGION II

**Olivia Winkfield**  
Assistant Athletic Director  
Rochester Institute of Technology

**Tom Linhart**  
Head Men's and Women's Tennis Coach  
Rochester Institute of Technology

##### REGION III

**Eric Spangler**  
Head Men's Tennis Coach  
Haverford College

**Justin Grube**  
Director of Athletic Communications/SID  
Franklin & Marshall College

##### REGION IV

**John Hirte**  
Director of Athletics/Head Tennis Coach  
Covenant College

**David Weiner, chair**  
Head Women's Tennis Coach  
Christopher Newport University

##### REGION V

**Melynda Link**  
Assistant Athletic Director  
Depauw University

**Jamie Scott**  
Head Women's Tennis Coach  
Franklin and Marshall College

##### REGION VI

**Kevin Calhoun**  
Assistant Athletic Director/Head Men's Tennis Coach  
Transylvania University

**Bill Carey**  
Head Women's Tennis Coach  
Transylvania University

##### REGION VII

**Ryun Ferrell**  
Head Tennis Coach  
Central College (Iowa)

**Chris Pier**  
Associate Director of Athletics/SWA  
Lake Forest College

##### REGION VIII

**Erica Perkins Jasper**  
Director of Athletics  
Claremont McKenna-Harvey Mudd-Scripps

**Jennifer Dubow**  
Commissioner  
Southern California Intercollegiate Athletic Conference

# Section 3 • Selection and Overview

## Section 3•1 Site Representative Database

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All site representatives or persons interested in serving as site representatives are required to submit their contact information via the Championships Site Rep Availability System. This will allow the championship administrators to identify who is interested in serving so that information regarding training can be properly communicated. The database will also serve as a historical database of who has served and in what capacity. A link providing access to the database will be sent out at a later date.

## Section 3•2 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 note this when submitting their information in the database. (See Conflict of Interest below.)

Site representatives will be notified after selections that they are needed to serve and take part in the May 7 video conference at 11 a.m. Eastern.

## Section 3•3 Conflict of Interest

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[Reference the August 2008 Executive Committee minutes.]

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

In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use knowledge or information obtained solely due to service on that committee to the disadvantage of the Association during the term of committee service. Further, a Committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member 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 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•4 Neutrality**

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

## **Section 3•5 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. Following the championship, NCAA staff will email each site representative a link to a site evaluation form. Feedback provided by site representatives will be confidential and will be used to improve and enhance the championship.

## Section 4 • Important Dates

### 2025 DIVISION III MEN'S AND WOMEN'S TENNIS IMPORTANT DATES

Bids to host first, second, and third round due	April 25
Teams selected to the championships to be announced	May 5
Individuals selected to the championship to be posted	May 7
First, second, and third-round competition	May 9-11
Men – Quarterfinals, semifinals, finals of team competition	May 19-22
Women – Quarterfinals, semifinals, finals of team competition	May 20-23
Men – Quarterfinals, semifinals, finals of individual competition	May 23-26
Women – Quarterfinals, semifinals, finals of individual competition	May 24-27

# Section 5 • Responsibilities

## Section 5.1 Team Championships

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### NOT LATER THAN THREE DAYS PRIOR TO COMPETITION

- Contact tournament director.
  - Confirm time for call with teams and host (date and time).
  - Confirm hotel accommodations for 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 meeting.
  - 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.
- Lead call with host and teams (see [Appendix C](#)).

### NOT LATER THAN TWO DAYS PRIOR TO COMPETITION

- Check with host on the following shipments:
  - NCAA signage.
  - Tennis balls.
  - Scorecards.
  - Merchandise from Event 1.
  - Participant Medallions.
- Review drug-testing policies and procedures if your site is chosen.
- Check with visiting teams' administrators to be sure they have no issues with travel. Remind them of the administrative meeting.

### DAY OF PRACTICE

- Arrive at host site a minimum of one hour prior to the first practice
- Meet with tournament director to discuss the following:
  - Entrances – public, teams, officials, staff.
  - Communication (radios), if necessary.
  - Crowd control.
  - Review prematch schedule.
  - Ensure that all equipment is ready.
  - Expected media.
  - Security plan.
  - Inclement weather plan.



- Perform a facility walk-through and review:
  - Personnel are in place.
  - Check tennis courts for proper markings.
  - Press box.
  - Team bench area(s).
  - 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.
  - 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 both teams checked.
  - Merchandise available.
  - Review parking.
  - Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.
  - Determine method for distribution of participant medallions (i.e., on field or in locker rooms).
  - Confirm SID is prepared to report results at conclusion of competition.
  - Review script with communications representative/PA announcer.
- Lead administrative meeting.
  - Review NCAA administrative policies.

### DAY OF COMPETITION

Arrive at site two hours prior to start of matches. Remain available to monitor and supervise all aspects of the championship as indicated in the site representative and host operations manuals.

- Perform a facility walk-through and review:
  - Signage is properly displayed and advertisements are covered.
  - Press box is set and ready, if applicable.
  - Check locker room(s) for cleanliness and that it's properly stocked with paper items and hydration products.
  - Ensure that sales locations for merchandise are 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 starting lineup forms 30 minutes before start of match and provide it to public address announcer, if applicable.

**During Matches**

- 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.

**PRIOR TO THE END OF MATCH**

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

**END OF MATCH**

- At end of match make sure officials are safely off of the courts.
- Observe players and coaches shaking hands and leaving the courts.
- If a misconduct occurs, please contact the NCAA championship administrator.
- Check in with drug testing to see that there are no issues, if applicable.
- Stop by the locker room of the nonadvancing team and thank head coach(es) and team(s) for being part of the championship.

**BEFORE LEAVING SITE**

- Remind sports information director to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of, and remind him/her to complete surveys.
- Call/email NCAA national office with quick report.

**WITHIN 48 HOURS AFTER MATCH**

- Complete all requested evaluations.
- Complete misconduct/red card forms, if applicable.
- Submit Statement of Expense Form to NCAA (see [Appendix G](#)).

# 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 (70 cents per mile round trip) for up to 1000 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 director if a hotel room will be needed. Room and tax will be billed to the host institution. All other incidentals will be the responsibility of the site representative.

## Section 6•3 Expense Reimbursement

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 complete the expense reimbursement form located in [Appendix G](#) and return it to the appropriate championship administrator for reimbursement.

## Section 6•4 Team Transportation Contact Numbers

### SHORT'S TRAVEL MANAGEMENT

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

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[Reference: Bylaw 11.1.5 in the NCAA Divisions I, II and III Manuals, Bylaw 17.1.8 in the NCAA Division I Manual, Bylaw 17.1.9 in the NCAA Division II Manual and Bylaw 17.6.3 in the NCAA Division III Manual.]

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

## Section 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 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 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 & field, swimming):** An institutional representative is an individual (e.g., coach, athletic trainer) who should be informed by the student-athlete that he/she 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 his/her selection for drug testing. The student-athlete is then responsible for notifying an institutional representative of his/her 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 his/her 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 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 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

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

### LIGHTNING AND WEATHER DETECTION SERVICE

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

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

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

# Appendixes

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## Appendix A • FAQ

### Frequently Asked Questions – NCAA Site Representatives

#### 1. Where do I sit during the match?

The committee member shall be in the facility and accessible to representatives of the participating institutions.

#### 2. What is my role in cases of inclement weather?

In the case of inclement weather, meet with the head umpire and tournament director to determine the situation and decide if play should be moved indoors. Before any decisions are finalized, please contact the NCAA championships manager.

#### 3. What is my role with the umpires?

During the pregame meeting, check with the participating coaches to determine if there are any issues that need to be addressed by the umpires. Otherwise, be sure the umpires have proper locker room accommodations and safe access in and out of the venue. If a situation arises that would require an umpire's interpretation, the site representative shall be the spokesperson for the umpires.

#### 4. What do I do if a misconduct situation arises during the competition or pre/post game?

Note the situation on paper as best as you can recall. Notify the coach or administrator that his or her comments and/or actions may not have been appropriate and that a report will be submitted to the committee.

#### 5. What is my role after the match concludes?

Ensure that the host sports information director properly communicates the match results to the national office (e-mail address of the championships manager). Secure any reports from the umpires or institutions of situations that the committee should review.

#### 6. What is my role with postgame interviews?

No administrative responsibilities. Be attentive to comments made by coaches/student-athletes in the case that negative statements are made about umpires or a specific call.

### Other Responsibilities.

#### 1. Merchandise sales.

NCAA policies state that only officially licensed NCAA merchandise may be sold during NCAA contests. Please be sure to walk over to the sales location to confirm the host is in compliance. A host will only be permitted to sell its own product if it guarantees a sellout of all NCAA products.



### **2. NCAA Signage.**

Note location of signage throughout the courts and ensure that NCAA championship signage is displayed. No outside corporate signage shall be displayed on the courts.

### **3. Alcohol and Tobacco.**

No alcohol or tobacco is permitted in the stadium area or in the locker rooms.

### **4. Weather situations.**

Once the contest begins, only the umpires can stop the match. Discussions concerning inclement weather should be addressed with the NCAA site representative, game officials and host institution before the pregame meeting. Any plans related to weather conditions should be communicated to the coaches during the pregame meeting.

If weather dictates concern prior to the contest, the NCAA committee and national office staff, not the participating schools, shall make the final decision as to the playability of a contest. If necessary, and only after approval of the NCAA championships manager, a match may be postponed to a later date or moved to a different venue (i.e. indoor courts).

## Appendix B • Teleconference Agenda – Preliminary Rounds



### A G E N D A

National Collegiate Athletics Association

Division III Men's & Women's Tennis Championships  
Tournament Directors and Site Representatives

May 7, 2024  
11 a.m. Eastern time

[Click here to join the meeting](#)

1. Welcome and Introductions
2. Championships Materials
  - a. Host Operations Manual (NCAA.org)
  - b. Pre-Championships Manual (NCAA.org)
3. NCAA site representative
  - a. Checklist/Responsibilities. (Host Ops Manual, Appendix F)
  - b. Expense Form- Link will be emailed from NCAA staff to submit expenses online.
  - c. Lodging
4. Championships bracket and participating teams
  - a. Teleconference- Today at 1 p.m. (women) and or 2 p.m. (men)
  - b. Team Lineups
  - c. Eligible athletes for warm-up and competition
5. Schedule of Events
  - a. Practice Times
  - b. Match Times
  - c. Game officials meeting (Host Ops Manual, Appendix E)
  - d. Coaches Meeting (Host Ops. Manual, Appendix A)
6. Championships Administration
  - a. Weather detection (Attached Memo)
  - b. Indoor back up Courts.
  - c. Drug testing (Host ops. Manual, Appendix B)
  - d. Reporting of Results
  - e. Announcement scripts (Attached)
  - f. Critical Incident Response Plan/Emergency Key Contact Form
  - g. Shipments
    - Officials Scorecards (70 or 140)
    - Tennis balls (4 cases of extra duty) Please check!
    - Officials' patches (24)
    - Thank you, Cards (735 Women's) (660 Men's),
    - Signage

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7. Travel Party
  - a. Squad Size: 9
  - b. Official Travel Party: 11 (squad size + 2 non-student athletes)
  - c. Bench Size: 15
8. Hotels
9. Officials
  - a. Assignment
  - b. Lodging
  - c. Expenses (Host Ops Manual, Appendix C)
10. Budget
11. Digital Programs
  - Women's: [www.ncaa.com/diiiWomensTennis](http://www.ncaa.com/diiiWomensTennis).
  - Men's: [www.ncaa.com/diiiMensTennis](http://www.ncaa.com/diiiMensTennis)
12. Event 1 merchandise
13. Volunteers (Host Ops. Manual, Appendix D)
14. Evaluations
15. Questions
16. Adjournment

## Appendix C • Teleconference Agenda with Teams and Host



### A G E N D A

National Collegiate Athletic Association

NCAA Division III Men's and Women's Tennis Championships  
Preliminary Round Participants

Conference Call – *call in information located on call in document*  
1 p.m. Eastern time (Women) | 2 p.m. Eastern time (Men)

May 7, 2024

1. Welcome and introductions.
2. Roll call.
3. Competition schedule (dates and times).
4. Practice schedule.
5. Onsite Administration Meeting.
6. Official [travel party](#) (squad size, nine student-athletes; two non-athletes).
7. Information from host institutions.
  - a. Hotels
  - b. Facility Information
8. Sports information.
9. Locker rooms.
10. Athletic training services/procedures for treatment.
11. Hydration
12. Official lineups
13. Inclement weather policy/indoor court location/weather system.
14. Merchandise
15. Parking.
16. Other.
17. Questions.

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18. Adjournment.

## Appendix D • On-Site Coaches Meeting Agenda



### A G E N D A

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

1. Introductions. (NCAA Representative)
  - a. Games committee. (NCAA representative, head referee, tournament director)
  - 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. Court assignments.
  - d. Inclement weather.
  - e. Credentials.
  - f. Athletic training facilities/medical.
  - g. Locker Rooms.
  - h. Hospitality.
  - i. Media arrangements/coordination.
  - j. Other.
3. NCAA information. (NCAA Representative)
  - a. Logo policy.
  - b. Misconduct.
  - c. Online evaluation form for participants and coaches (Sent via email from NCAA).
  - d. Finals site information.
4. Head referee.
  - a. Lineups/substitutions.
  - b. No-Ad Scoring Pilot.
  - c. Ball changes.
  - d. Profanity.
  - e. Coaching.
  - f. Other.
5. Questions. (NCAA Representative)
6. Adjournment.

## Appendix E • Administrative Meeting Notes for Site Representative



### A G E N D A

National Collegiate Athletic Association  
Division III 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 made up 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. Credentials.
    - Provide credentials to teams and review access, if applicable.
  - f. Athletic training facilities/medical.
    - Review athletic training room location, hours, medical coverage, modalities, etc.
  - g. Locker Rooms.
    - If applicable.
  - h. Hospitality.
    - Review hospitality location, hours and offerings.
  - i. Media arrangements/coordination.
    - Provide information on live scoring, web streaming and media links, if applicable.
  - j. Other.
    - Identify non-participating student-athlete seating, if applicable.

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3. NCAA information. (NCAA Representative)
  - NCAA site representative will provide this information.
  - 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. 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.
  - d. Finals site information.
    - (1) Short's Travel Management (866-655-9215).
      - The advancing team will call Short's Travel Management to make travel arrangements to travel to St. Louis, Missouri, if traveling by air.
    - (2) Pre-championships manual and participant manual.
      - Advancing teams should reference these manuals and they can be found on the NCAA.org DIII
4. Head referee.
  - The head referee will provide this information.
  - a. Lineups/substitutions.
    - First-, Second, and Third Round site: Nine student-athletes are designated for first, second, and third 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 and third rounds.
    - Consistent with ITA rules, coaches must list all student-athletes in order of singles-play strength including and doubles specialists on the lineup form.
    - Institutions that fail to adhere to the procedures outlined above for the submission of results and entry/lineup forms may be assessed a financial penalty of \$100 per team up to a maximum penalty of \$300.
  - b. No-Ad Scoring Pilot.
    -
  - c. Ball changes.
  - d. Profanity.



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- e. Coaching.
  - f. Other.
5. Questions. (NCAA Representative)  
- Any questions?
6. Adjournment.

## Appendix F • Officials Meeting Agenda



### A G E N D A

National Collegiate Athletic Association  
Division III Tennis Championship – Officials Meeting

1. Welcome and announcements.
2. Distribute materials.
  - a. Patches.
  - b. Expense reimbursement forms.
3. Discuss schedule of events.
4. Review procedures for the tournament.
5. Review inclement weather plan.
6. Stress need for consistency in decisions made by each official on each court.
  - a. Pre-match introductions.
  - b. Code violations.
  - c. Enforcing the rules of tennis (ITA rules).
7. Discuss games committee members' roles.
8. Other.
9. Adjournment.

## Appendix G • 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.

Trips

Show 10 entries

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

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

**NCAA Travel Expense**

Welcome, Juana Shewly  
[Manage Users](#) | [Change Password](#) | [Contact Us](#) | [Logout](#)

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

### Approvals > Approving Expense Report

**Expense Report**

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

**Expenses**

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

[Select To Add Expense](#)

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

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

### Trips > Editing Expense Report

**Expense Report**

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

**Expenses**

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

[Select To Add Expense](#)

- Meals
- Lodging
- Mileage @ 0.53
- Ground Transportation
- Airfare
- Other
- Baggage

[Select Pay To](#)

- 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		
Meals @ 0.53	400	212		
Lodging		102.35	<a href="#">Browse...</a> No file selected.	stuck in connecting city overnight

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

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

**Pay To**

Self

**Mailing Address**

No mailing address is configured

[Add Address](#)

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

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

Address Change

Social Security Number

Address Change

Address 1

Address 2

City

State

Postal code

Country code

Create Address Change

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

Per Diem 4 days \* 75 300

Mileage @ 0.53 400 212

Lodging 102.35

stuck in connecting city overnight

Add Expense Report Line

Pay To

Self

Mailing Address

Current Address: Unapproved Update	
Address 1	123 Main St
City	Anytown
State	IN
Postal code	46204
Country	USA

Modify Address

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

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:  Zip:

Postal code:

Country:  USA

[Modify Address](#)

Please verify your mailing address. This is the address we will send all TBR 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 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	PNB	
Account type	Savings	
Routing number	071903498	
Account number	123852	

[Modify Bank](#)

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

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

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

Travel group	Meeting dates	Meeting location	Meeting name	Travel type	Primary Expense Report	Secondary Expense Report
Committee	02/04/2016-02/06/2016	San Diego, CA	Site Visit	Pre-Game	Submitted - Being Reviewed	

Showing 1 to 1 of 1 entries

Previous 1 Next

**Status Legend**

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

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



## Appendix H • Lightning and Weather Guidelines

### NCAA LIGHTNING DETECTION PROCEDURES

#### MXVISION WEATHERSENTRY ONLINE®

MxVision WeatherSentry Online is a Web-based and mobile application subscription to a lightning detection and weather monitoring system. Once you are selected as a host institution, you must complete the “MxVision WeatherSentry Online Registration”. Click [here](#) to complete the registration. Your site specific User Name and Password *will be emailed 48 hours before the start of your event.*

#### NOTIFICATION EMAIL AND MONITORING LOCATION

After you receive your registration confirmation from DTN, you should confirm that the correct monitoring information has been entered.

1. Log on to <http://weather.dtn.com>. You will be asked for your user name and password. Enter the information that was provided to you from DTN. All information is case sensitive. You can also download the app search “WeatherSentry” and use same login and password as the desktop ..also case sensitive
2. Once you have entered the site, you will see your “Dashboard” screen. Under “choose a location” you will see a link for “manage locations” Verify that your site information is listed as the monitoring site. Please note that any changes in the “Settings” area must be completed by clicking on “Save Changes” at the bottom right of the screen.
3. Once you have verified your site, you should verify that your notification devices are properly identified. Click on the “settings” icon on top right and then “Recipients.” This will allow you to view the email addresses or SMS text that will be used to notify you in the event of lightning in your immediate area or inclement weather.
4. Once your contact device has been established and verified, click on the “blue edit icon.” To the right of the names This will allow you to designate “Quiet Periods” or times when you will not receive any notifications. It is recommended that “Quiet Period 1” be set from midnight until the time you would like to begin receiving notification and that “Quiet Period 2” be set from the time you would like to stop receiving notification until midnight.
5. Once your event is over, return to the “settings” then “recipients” . UNCHECK the enable box for each email address/phone number. This will discontinue all notifications to those devices.

#### VIEW PERSONAL MAP

From the “Dashboard” screen, you can click on the radar image. This will enlarge the radar image of your area. You will see the warning and the alert rings for the lightning monitoring for your site.

Here are some helpful tips for using this page:

1. On the top of the screen, layers, you can click on any of the boxes to customize the view of your local map with as much or as little information that you would like. The alert ring is a 30-mile radius from your competition site and the warning ring is an eight-mile radius from your site. Once lightning enters your alert site, you should begin preparations to protect the student-athletes and spectators. Once lightning enters the warning ring, you must stop competition and move student-athletes and spectators to safe areas. You may not begin any activity until 30 minutes have passed since the last lightning strike inside the warning ring. Lightning strikes will disappear from the screen once they are 30 minutes old.
2. You can put the radar in motion by clicking on arrow at the bottom of the page. This will assist you in tracking rain activity in your area.
3. The information in the PrecipTimer® and the Lightning Manager® on the Dashboard will show you current activity in your area. Red equals stop under Lightning Manager meaning lightning is in your warning area along with a countdown timer defaulted at 30 minutes.

Please take some time to become familiar with the features of this product. For example, you can obtain direct information from the National Weather Service or an hourly forecast for your location by using the tabs on the left side of the Home screen.

**PROGRAM SUPPORT** <https://weathersentry.dtn.com/>

In the event that you are having difficulty using this program, please use the Help section located on the upper right side corner of the screen. This will have many answers to questions regarding the function of this system.

If you need technical support, call 1-800-610-0777 and select option 2 for service.