2026 DII
WOMEN'S VOLLEYBALL
CHAMPIONSHIP

SITE REPRESENTATIVE 2026-27 MANUAL

Division II Women's Volleyball

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Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as an NCAA site representative at one of the regional sites of the NCAA Division II Women's Volleyball Championship.

During the regional competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division II Women's Volleyball Committee. As such, NCAA site representatives are expected to conduct regional competition according to the policies and procedures outlined in this manual, the prechampionship manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials meeting before the start of regional competition.

Please note: A videoconference will be conducted at 11 a.m. Eastern Time, Nov. 16, with all site representatives and NCAA staff to review on-site responsibilities.

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

- **Prechampionship manual**
- **Host operations manual**
- **NCAA Women's Volleyball Rules and Interpretations**

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 championship manager or committee chair.

On behalf of the NCAA and the Division II Women's Volleyball Committee, thank you for your time and efforts.

Section 1•2 Responsibilities of Site Representatives

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

- Serve as a representative of the NCAA at regional competition.
- Conduct a prechampionship videoconference with coaches, administrators and host.
- Conduct the administrative meeting in conjunction with the championship.
- Conduct a meeting with the game officials.
- Evaluate referees and line judges.
- Conduct championship competition according to the policies and procedures outlined in the prechampionship manual and host operations manual.
- Serve as a resource for participating teams and the tournament director.
- Complete an online evaluation of the tournament site.
- Communicate in a timely fashion to the NCAA championship manager issues that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

Corey Bray
Associate Director, Championships and Alliances
Phone: 317-917-6076
Cell: 463-302-2048
Email: **cbray@ncaa.org**

Dallas Woods
Assistant Coordinator, Championships and Alliances
Phone: 317-917-6129
Email: **dwoods@ncaa.org**

DIVISION II WOMEN'S VOLLEYBALL COMMITTEE

ATLANTIC REGION

Edric Poitier
Head Women's Volleyball Coach
Bowie State University
epoitier@bowiestate.edu

CENTRAL REGION

Caitlin Peterson
Head Women's Volleyball Coach
University of Central Missouri
cpeterson@ucmo.edu

EAST REGION

Joey Pacis, chair
Head Women's Volleyball Coach
Bentley University
jpacis@bentley.edu

MIDWEST REGION

Jason Johnson
Head Women's Volleyball Coach
Grand Valley State University
johnjaso@gvsu.edu

SOUTH REGION

Katie O'Brien
Assistant Athletic Director/SWA
University of Montevallo
obrienk@montevallo.edu

SOUTH CENTRAL REGION

Chuck Waddington
Head Women's Volleyball Coach/Assistant AD
Angelo State University
cwaddington@angelo.edu

SOUTHEAST REGION

Megan Sanger
Associate Commissioner/SWA
South Atlantic Conference
megan@thesac.com

WEST REGION

Laura Dahlby Nicolai
Associate Commissioner/SWA
Great Northwest Athletic Conference
ldahlbynicolai@gnacsports.com

Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

To serve as a site representative, all individuals are required to submit their contact/availability information to the NCAA national office and participate on the mandatory site representative videoconference. 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.

Section 3•2 Conflict of Interest

[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 himself/herself from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. When such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation.

Section 3•3 Neutrality

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

Section 3•4 Evaluations

TOURNAMENT SITE EVALUATION

Each site representative should provide feedback on the championship site at which they served. Site representatives will receive an email containing a link to the online survey after the conclusion of the competition.

OFFICIALS EVALUATION

Each site representative should also provide feedback on the officials at the site they served. The evaluation form is in **Appendix E** of this manual.

Section 3•5 Speaking Agent Policy

The NCAA expects that, unless expressly authorized by the NCAA, site representatives and officials will not speak (or represent themselves as speaking) on behalf of the Association or respond to NCAA-related media inquiries (without direction from NCAA staff) while holding their respective positions with the NCAA. Public Comments: Site representatives and officials are prohibited from making unprofessional, inappropriate public comments regarding the championship, committee, coaches and student-athletes and comments that are inconsistent with the values of the NCAA before, during or after the championship. Site representatives should also be extremely careful of any remarks made while traveling, in and around the facility and in any social situation. Again, you are representing the NCAA at all times and your actions must be above reproach.

Section 4 • Important Dates

DIVISION II WOMEN'S VOLLEYBALL IMPORTANT DATES

Notification of Selection of Site Representative	Nov. 15
Videoconference with Site Representatives/On-Site Duty Review	Nov. 16, 11 a.m. Eastern time
Videoconference with Site-Specific Host and Teams	Nov. 16, 1 p.m. Eastern time
Site Representative Arrival Date at Site	Two days before start of competition
Regional Competition	Nov. 19-21 or Nov. 20-22
Mandatory Postchampionship Report Completed	48 hours after competition

Section 5 • Responsibilities

Section 5•1 Team Championships

NOT LATER THAN THREE DAYS BEFORE COMPETITION

- Contact tournament director.
  - Confirm visiting teams have contacted host.
  - Confirm hotel accommodations including parking needs for team buses for visiting teams and officials.
  - Confirm your arrival time and hotel accommodations, if needed.
  - Confirm match and practice times.
  - Discuss neutrality (see the Host Operations Manual).
  - Confirm date, time and location of administrative and officials meetings.
  - Ensure host medical staff are prepared to be at practices and matches.
  - Confirm press conference moderator has materials necessary for preparation.
  - Confirm preparation for live web stream.
  - Confirm preparation for video recording and method for posting press conference videos.
  - Discuss locations of:
    - Media/interview areas.
    - Athletic training room area.
    - Video recording and photography areas.
  - Discuss equipment to be received and equipment to be provided:
    - NCAA signs.
    - Game balls/ball carts. (Game balls should be used during practice to break them in.)
    - Merchandise from Event 1.
    - Participant medallions.
    - Regional team trophy.
    - Nets and pads, if host is Sports Imports customer.
    - Officials patches.
    - Line judge flags (to be provided by host).
    - Towels (to be provided by host; must be devoid of commercial marks).
- Review drug-testing policies and procedures if necessary.
- Lead videoconference with host and teams.
- Review security/safety plan provided by host.
- Review concussion management plan.
- Check with tournament director to answer questions.
- Check with visiting teams' administrators to answer questions and confirm travel plans. Remind them of the mandatory administrative meeting.

TWO DAYS BEFORE COMPETITION

- Arrive on-site.
- Meet with tournament director and host staff to discuss the following: (**Agenda provided by NCAA**)
  - Parking and entrances – public, teams, officials, staff.
  - Ticket locations.

- Credentials.
- Communication (radios), if necessary.
- Crowd control.
- Review pregame schedule.
- Confirm timeout format to be used (75 seconds or 90 seconds).
- Confirm which Challenge Review System will be used.
- Ensure equipment is ready.
- Expected media/photographers; permissible access areas.
- Signs and merchandise.
- Band/spirit squad/mascot procedures, if applicable.
- Personnel were confirmed to staff all necessary positions.
- Make sure host athletic trainer is available at all practices and competitions. If a team is not traveling with an athletic trainer, then the host athletic trainer should be present during practice.
- Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.
- Make sure copies of officials evaluation forms are available for distribution to coaches after each match. (Appendix E)
- Ensure host is prepared to conduct a brief awards ceremony after the championship match for the winning team. Nonadvancing teams participant medallions should be taken to their locker room or team bus.
- Confirm sports information director is prepared to report results to NCAA and other outlets at conclusion of each match.
- Confirm who will select all-tournament team.
- Review script with communications representative/public address announcer.

- Perform a facility walk-through and review:
  - Facility rules/regulations.
  - Check courts for proper setup, specifically:
    - Playing surface and area.
    - Overhead clearance.
    - Court dimensions and net height (net height gauge will be sent by NCAA to tournament director).
    - Court markings.
    - Nets and padding.
    - Flags for line judges.
    - Check pressure of balls according to NCAA rules.
  - Team bench areas (10 chairs should be set up on each side of the scorer's table; home and away should be identified).
  - Scorer's table (ensure there is adequate space for the site representative, scorekeeper, assistant scorer, scoreboard operator, public address announcer, alternate official and any other necessary individuals).
  - Media/interview area.
  - Locker rooms (teams and officials) and security.
  - Hospitality area(s).
  - Meeting space for officials.
  - Merchandise sales area.
  - Overall look and treatment of facility.
  - Signs – all commercial signs must be removed or covered.

- Scoreboard – advertising covered or removed.
- Test all electronic equipment.
- Video recording and photography areas.
- Challenge Review System placement.
- Scouting seats, if applicable.
- Athletic training room.
- Evaluator location, if applicable.
- Band/mascot/spirit squad location, if applicable.
- Nonparticipant seating.
- Reserved seating, if applicable.

DAY BEFORE COMPETITION

- Lead administrative meeting. (Agenda provided by NCAA)
  - Review NCAA administrative policies.
- Monitor practices.
  - Make sure NCAA logo rule is being observed. (Section 7 of Site Representative manual)
  - Game balls should be used during practice to break them in.
- Send summary/update to NCAA championship manager. Call with immediate concerns or emergencies.

DAYS OF COMPETITION

- Monitor morning practices.

Arrive at site two hours before start of first match. 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:
  - Signs are properly displayed and advertisements are covered.
  - Press box/scorer's table/coaches booth are set and ready, if applicable.
  - Check locker rooms for cleanliness and that they are properly stocked with paper items and hydration product.
  - Ensure that sales locations for merchandise are prepared.
  - Test all electronic equipment.
- Greet officials and visiting teams as they arrive.
- Chair the officials meeting; include line judges, scorer and assistant scorer. (Agenda provided by NCAA)
- Check squad sizes (17) and bench limits (30).
- Make sure NCAA logo rule is being observed.
- Collect list of starters at least 10 minutes before the start of match and provide it to public address announcer.
- Send summary/update to NCAA championship manager. Call with immediate concerns or emergencies.

During Match

- Sit at scorer's table and monitor all competition; observe coaches' and players' behavior.
- Observe and evaluate officials.
- Note any problems in the spectator seatings areas, including inappropriate noisemakers and/or signs, and have security handle any conflicts.

BEFORE THE END OF MATCH

- Make sure everyone is prepared for end-of-match security and media needs.

END OF MATCH

- At end of match, make sure officials are escorted safely off the court.
- If a misconduct occurs, contact the NCAA championship manager.
- Make sure media cooling-off period is observed.
- If applicable, check in with drug testing to see that there are no issues.
- Stop by the locker room of the nonadvancing team and thank head coach and team for being part of the championship. Provide two match balls and the participant medallions (17).
- Inquire if advancing team will use practice time the next day.
- Notify advancing team of uniform color.
- Collect officials evaluations from coaches.
- Debrief with officials.

NOTE: Site representatives should give priority to the debrief with the officials and are encouraged to delegate some of the above responsibilities to ensure adequate coverage.

BEFORE LEAVING SITE

- Obtain a final copy of stats sheets and remind sports information director to send results as requested by NCAA.
- Notify tournament director of teams using practice times the next day.
- Debrief with officials. Collaborate with the national coordinator of Division II Women's Volleyball officials to make match assignments for the next day of competition.
- Review press conference videos for potential misconduct.
- After final match, confirm that the tournament director has everything taken care of, and remind them to complete survey.
- Remind host to complete the financial report and submit it to the NCAA within 60 days after the competition.
- Call/text/email championship manager with a quick report.

WITHIN 48 HOURS AFTER FINAL MATCH

- Complete all requested evaluations.
- Email all collected officials evaluations and rotation schedule to championship manager.
- Provide misconduct feedback/report, if applicable.
- Complete online travel expense report once email is received. (See **Appendix B** for instructions.)

Section 6 • Travel, Lodging and Expense Reimbursement

Section 6•1 Travel

All site representatives will be selected, if possible, by proximity to the host site. The NCAA will provide reimbursement for mileage for up to 500 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 is completed, please complete the online travel expense report. (See **Appendix B** for instructions.)

Section 6•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	**ncaaalo@shortsttravel.com**

NCAA TRAVEL GROUP

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

Section 7 • NCAA Administrative Guidelines

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

Section 7•1 Logo Policy

An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 4 square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

Section 7•2 Misconduct Statement

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

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct should be dealt with in a timely manner by the governing sports committee.

Section 7•3 Use of Tobacco Products

[Reference: Bylaws 11.1.5 and 17.1.9 in the NCAA Division II 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

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. An institutional representative is an individual from the participating institution (designated by their institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the administrative meeting.

Q. When is the institution notified of drug testing?

A. An institutional representative from each team will be notified not sooner than two hours before the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.

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

A. Immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who were selected for drug testing. At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

Q. When do student-athletes need to report to drug testing?

A. Within one hour after the student-athlete is notified.

- Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
- Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
- Before leaving the championship venue, coaches should check with all student-athletes to make sure they have completed their drug-testing obligations.

Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?

A. A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.

- If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
- A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
- If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?

A. No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.

Q. What if we play a late-night game (10 p.m. or later start, local time)?

A. The NCAA's late-night drug-testing policy only pertains to team championships.

- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later, local time.
- The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start not later than noon local time the next day at the original test site.
- An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.

Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?

A. Yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.

Appendixes

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Appendix A • FAQ

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

A. All referees are paid directly by the NCAA through RefQuest. There is not a set timetable for payment, thus all inquiries should be directed to the championship manager. Line judges and table crew members are paid by the host.

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

A. You should first notify the tournament director that they need to obtain security in the section where the fight has broken out. After the fight, please gather as much information as possible from the tournament director and security, including what happened, whether anyone was removed from the competition site, and resolution. All of these facts should be written down and sent to the championship manager via email. If the situation is severe, please immediately call the championship manager to inform him/her of what has occurred.

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

A. Work with the host to try to get the team its full allotment of practice time, if possible.

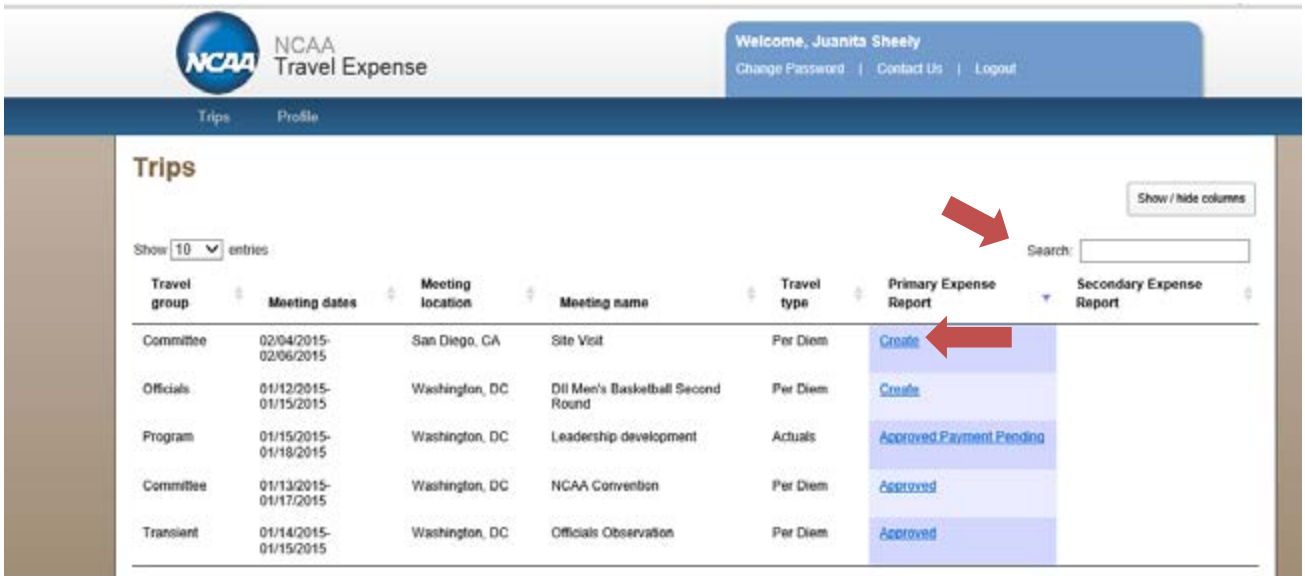
Appendix B • Travel Expense System – Traveler User Guide

1. On the last day of your meeting or trip, your staff liaison will authorize you to file an expense report. Once authorized, you will receive an email advising you to file your expense report and giving you the link to the system and login instructions.

2. The new system has been redesigned to offer the following conveniences:
   a. One username and password for all trips.
   b. View the status of all expense reports, as well as payment information, in one place.
   c. Simplify the system and improve usability.

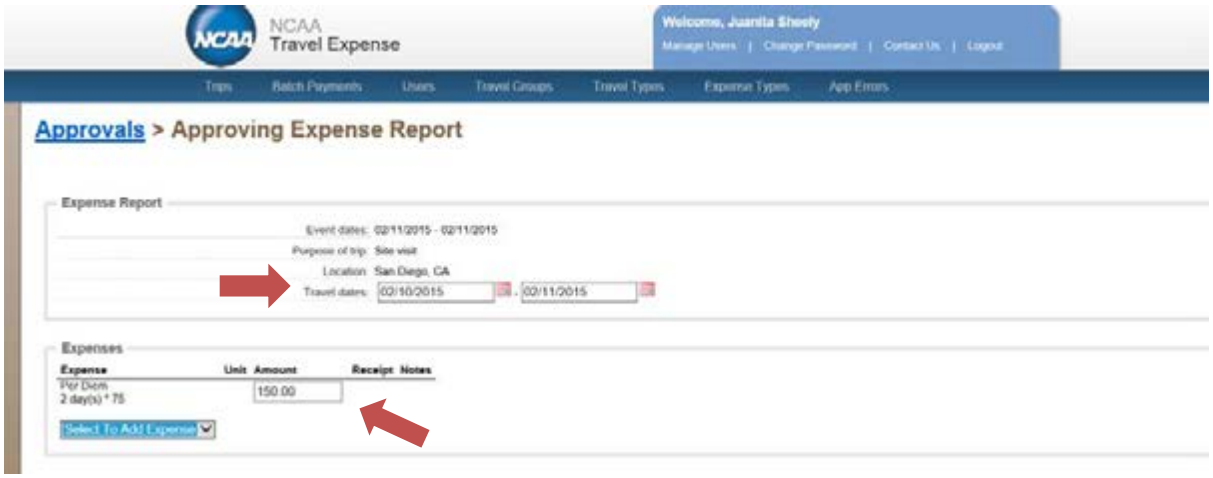
3. Once you have received your email, follow the instructions to access the system and log in. On the home screen, you will see a list of all expense reports you are authorized for, as well as those already filed. Click on the column headers to sort the list as you prefer or use the Search box to locate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

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



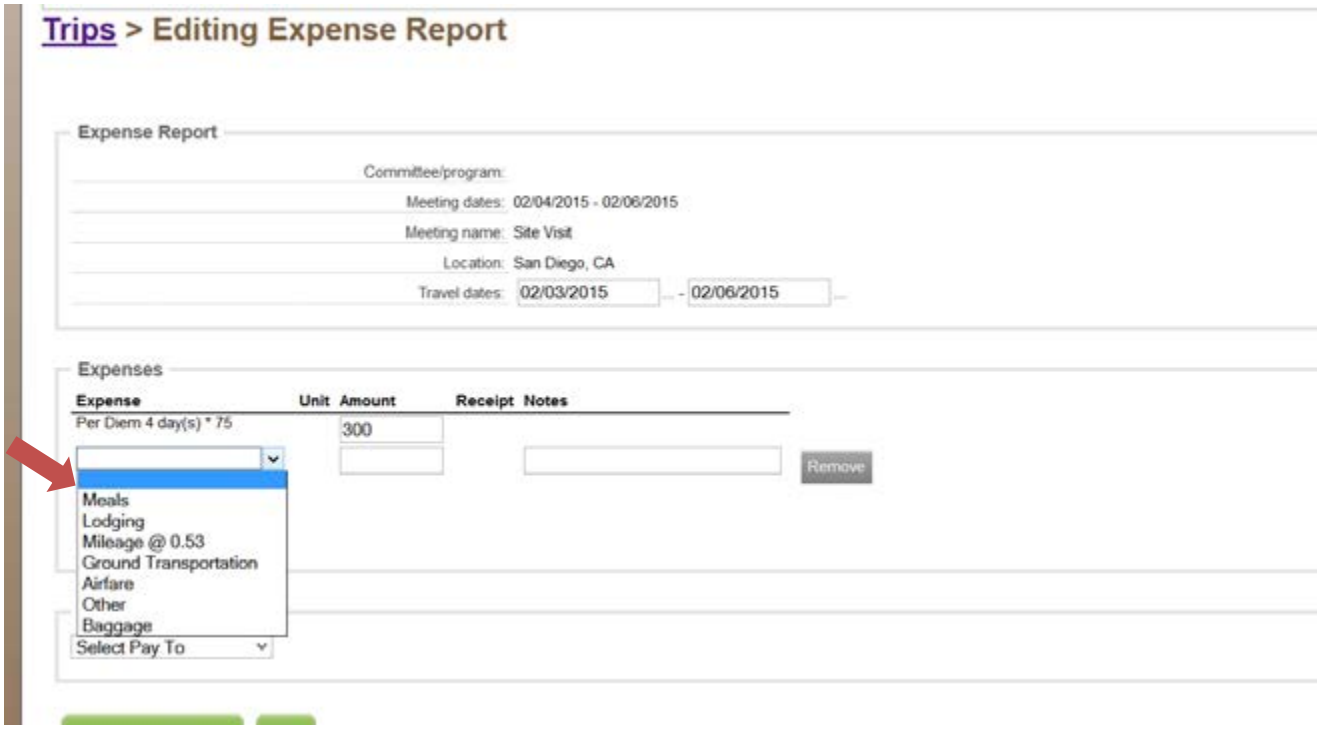
5. First enter your travel dates. You can type the dates in or use the calendar icons to select them.

6. If you are eligible for per diem, your reimbursable amount will automatically populate based on your travel dates and the dates authorized by your staff liaison.

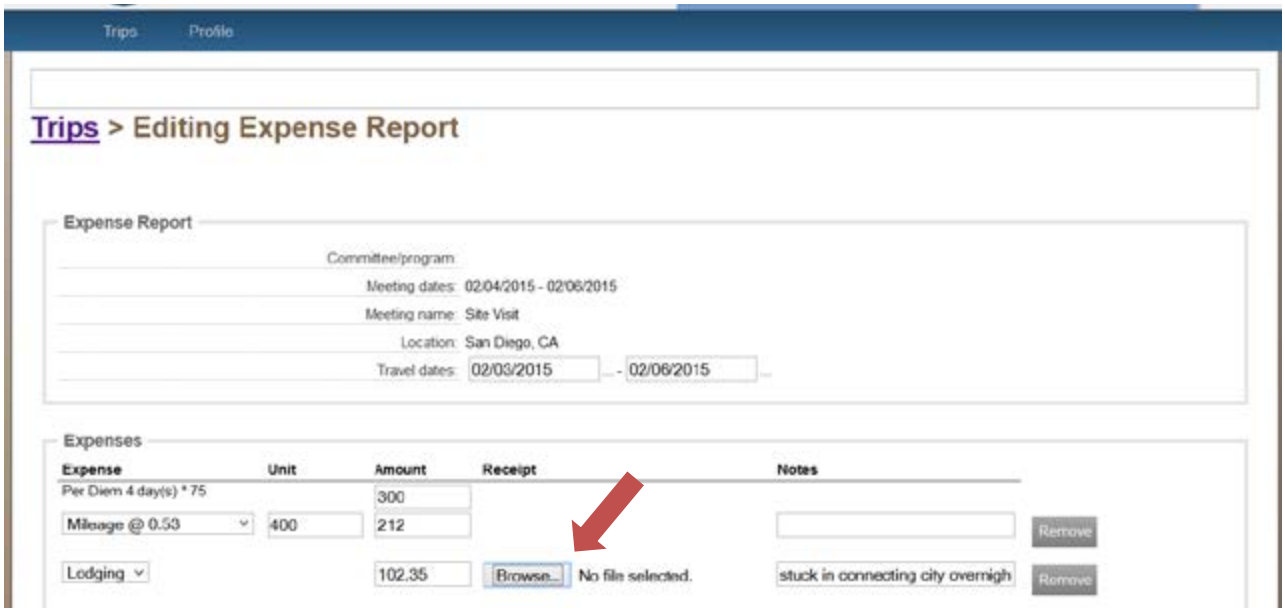


7. If you have other expenses to claim, click the Select to Add Expense drop-down menu, and choose the expense type from the drop down menu. Note, if per diem is paid, the NCAA does not reimburse items such as meals, parking, lodging, ground transportation, tolls, etc., except in extraordinary circumstances.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

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



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



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

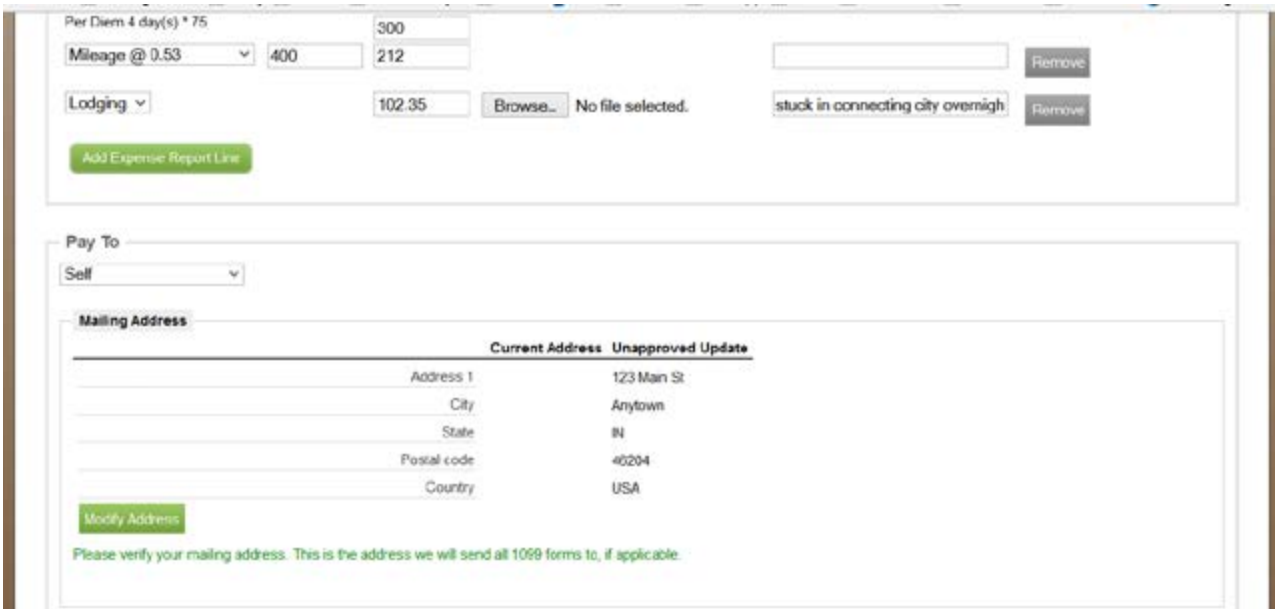
   To choose yourself, select Self from the drop-down menu. If the system does not have a record of paying you previously, you will need to add your address by clicking the Add Address button.



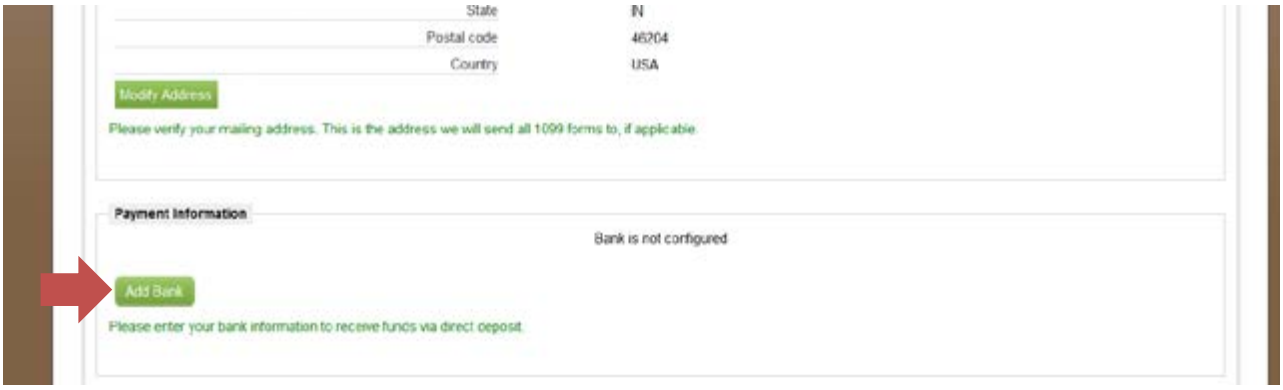
10. On the address screen, enter your Social Security Number and current mailing address in the fields provided. When complete, click Create Address change to be taken back to the expense entry screen.

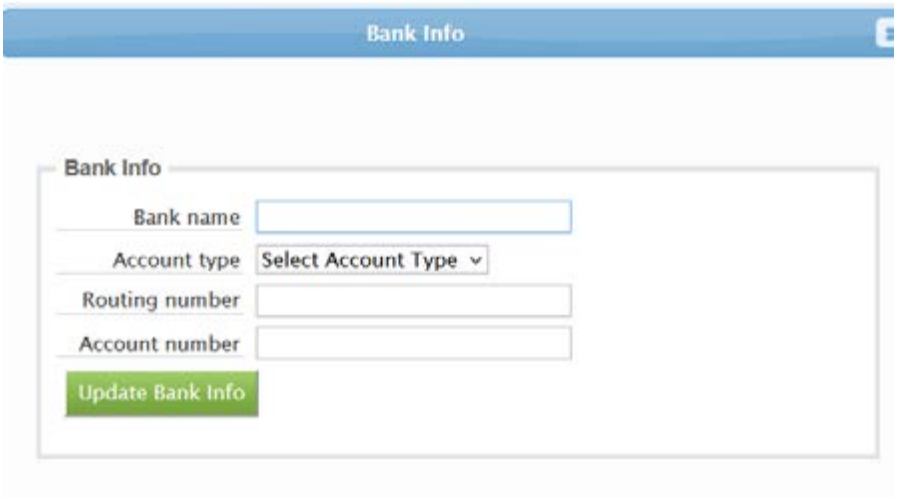


If the system indicates you have been paid by the NCAA previously, the address we currently have on file for you will be shown. Please be sure that address is correct or enter any changes by clicking Modify Address.

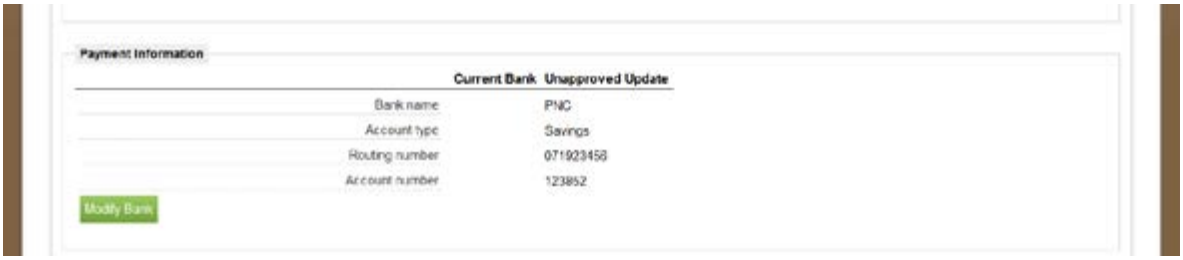


11. Finally, if the payment is being made to you, we will need your bank information in order to pay you by electronic funds transfer, or direct deposit. As with your address, if the system does not have your information on file, you will need to click Add Bank and complete the required fields. Once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





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



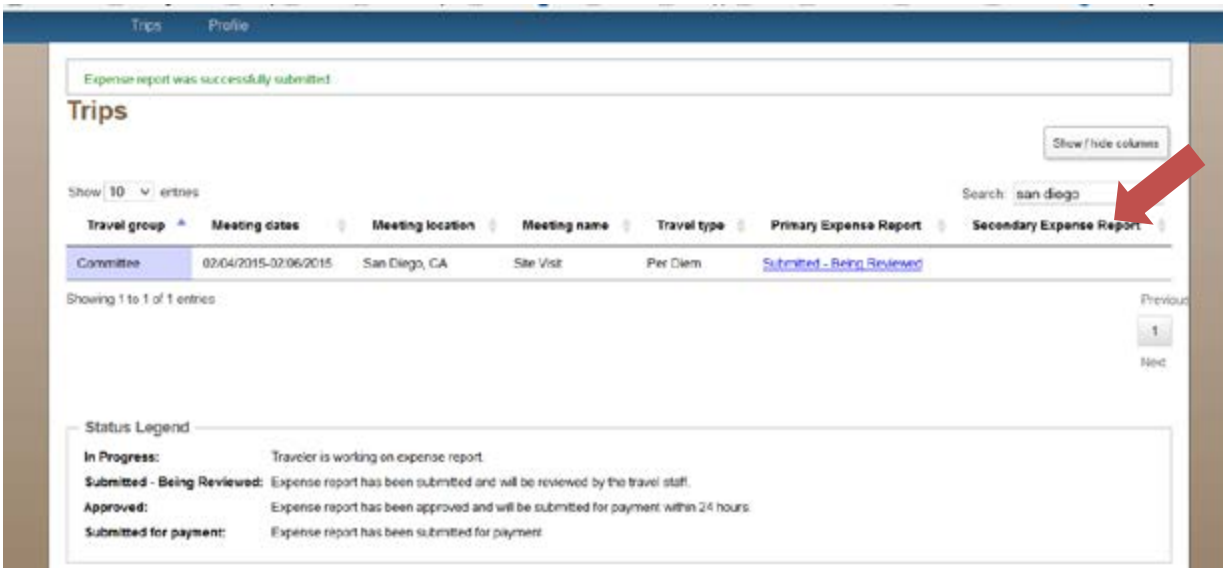
12. Once all expense, address and bank information is complete, click Submit to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.

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



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

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



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

Appendix C • Precompetition Videoconferences

All site representatives should plan to participate on the two videoconferences occurring Monday, Nov. 16. The first videoconference is scheduled for 11 a.m. Eastern time and will include the NCAA championship manager, the NCAA Division II Women's Volleyball Committee, and the NCAA site representatives. The NCAA championship manager and committee members will lead the videoconference and answer any questions. An agenda for the videoconference will be available in the host collaboration zone. A Microsoft Teams meeting link will be sent to all participants.

The second videoconference is scheduled for 1 p.m. Eastern time with the host tournament manager/personnel, NCAA site representative, and the eight participating teams for each site. The host tournament manager, in conjunction with the NCAA site representative, will lead this videoconference. An agenda for videoconference is in the host collaboration zone. Any questions that are asked during the videoconference that have not previously been addressed by the NCAA staff/committee should be directed to the NCAA championship manager.

NOTE: It is the responsibility of the host tournament director to set up and distribute the participant videoconference meeting link to all participants.

Appendix D • Specific Duties and Responsibilities

OFFICIALS LIAISON

As the site representative, you will serve as the officials' liaison throughout the tournament. Responsibilities include the following:

- Lead the officials meeting the day before or morning of competition. An agenda for this meeting will be provided by the NCAA.
- Coordinate with referees to select match balls (referees shall mark match balls and keep them separate from practice balls).
- Escort referees to and from each match.
- Discuss evaluations with officials and National Coordinator of Officials.
- Remind referees and line judges that payment will be issued by the NCAA through RefQuest. All other officials (i.e., scorer) will be paid by the host institution.
- Complete an evaluation of the officials and collect evaluation of officials from coaches. The evaluation form to be completed by both coaches and the site representative is included in **Appendix E** of this manual. The NCAA coordinator of officials will provide site representatives with best practices on how to evaluate officials.

PRACTICES

Site representatives should be present for all practices and perform the following duties:

- Measure net at beginning of each day.
- Ensure floor is swept between practices.
- Separate match balls from practice balls before the beginning of quarterfinals.
- Have teams complete a ball count after each practice.
- Ensure all practices are closed to other teams. If teams request that all host personnel stay out of the facility during practice, that request should be honored.

COMPETITION DAY

Game-day responsibilities for the site representative include the following:

- Monitor Practices and Competition – Site representative should be present at morning practices and should monitor the specific items outlined previously in this manual. During competition, the site representative should sit at the scorer's table and is responsible (in conjunction with the host) for monitoring team benches, coaches' behavior, officials, announcer and crowd control.
- Team Benches
  - Observe bench for unsporting conduct.
  - Check numbers on bench.
  - Make sure host escorts coach and players to media room.
  - No team bags or equipment bags, except for the coach's and athletic trainer's bags, will be allowed on court for matches.
  - Confirm all apparel complies with logo legislation.
  - Determine Game Environment Statement speakers, if applicable.
- Ensure that an administrator is present for each participating team (director of athletics, senior woman administrator, or designated assistant or associate athletics director). Notify NCAA championship manager if an institution is in violation of this policy.
- Postmatch Responsibilities
  - The team champion trophy should be presented to the championship team after the final match.

- Participant medallions should be given to official squad size (17) of the seven nonadvancing teams, but an awards ceremony should not be held after the matches to present the participant medallions.
- Award two tournament balls to each nonadvancing team.
- Monitor post-match interviews/press conferences or review video afterward.
- Complete an evaluation of the officials and collect evaluation of officials from coaches. The evaluation form is included in Appendix E of this manual.
- Confirm practice times and use for the next day.
- Confirm uniform colors for the next day.
- Confirm that host sports information director is reporting results to NCAA.

- **All-Tournament Team** – A regional all-tournament team consisting of 12 players should be selected and announced after the final match. A most outstanding player will **not** be named. Certificates will be given to the regional all-tournament team. The selection panel shall include the NCAA representative who will serve as chair and media representatives, including the sports information director of the host institution.
- **Daily Summary** – A daily summary should be emailed to the NCAA championship manager at the end of each practice day and day of competition. Immediate issues or concerns should be communicated to the championship manager right away.

NCAA Division II Women's Volleyball Championship Officials Evaluation

Date: _____ **Site:** _____ **Match:** _____

Coach/Site Rep. (circle one): _____ **Institution (if coach):** _____

Please check the box for the appropriate rating in each section. Comments are welcome in any area, but a rating of 1 or 2 should include a comment.

Rating Scale: 1 – Unacceptable 2 – Needs Improvement 3 – Competent 4 – Accomplished 5 – Highly Accomplished

First Referee: _____		**Second Referee:** _____	
PROFESSIONALISM	**Rating:** ❒ 1 ❒ 2 ❒ 3 ❒ 4 ❒ 5	**PROFESSIONALISM**	**Rating:** ❒ 1 ❒ 2 ❒ 3 ❒ 4 ❒ 5
Punctuality; appearance; poise; appropriate demeanor; respect for participants; impartiality; confidence	**Comments:**	Punctuality; appearance; poise; appropriate demeanor; respect for participants; impartiality; confidence	**Comments:**
COMMUNICATION	**Rating:** ❒ 1 ❒ 2 ❒ 3 ❒ 4 ❒ 5	**COMMUNICATION**	**Rating:** ❒ 1 ❒ 2 ❒ 3 ❒ 4 ❒ 5
Communication with players and coaches; communication with partner; clear and appropriate mechanics; used line judges effectively; approachable	**Comments:**	Communication with players and coaches; gave help to partner; clear and appropriate mechanics; anticipated questions and was ready to answer them; approachable	**Comments:**
CONSISTENCY	**Rating:** ❒ 1 ❒ 2 ❒ 3 ❒ 4 ❒ 5	**CONSISTENCY**	**Rating:** ❒ 1 ❒ 2 ❒ 3 ❒ 4 ❒ 5
Displayed knowledge of the rules and applied them throughout the match; ball handling – including 1st and 3rd team contacts, as well as sets, dumps, block recoveries, etc.	**Comments:**	Displayed knowledge of the rules and applied them throughout the match regarding net violations, center line violations, rotational faults, etc.	**Comments:**
MATCH CONTROL	**Rating:** ❒ 1 ❒ 2 ❒ 3 ❒ 4 ❒ 5	**MATCH CONTROL**	**Rating:** ❒ 1 ❒ 2 ❒ 3 ❒ 4 ❒ 5
Controlled behavior appropriately and gave verbal warnings and sanctions when needed; displayed decisiveness; set a match tempo that was appropriate and consistent; displayed court awareness and was attentive to questions without allowing a delay	**Comments:**	Controlled behavior appropriately and gave verbal warnings and sanctions when needed; displayed decisiveness; displayed court awareness and was attentive to questions without allowing a delay	**Comments:**
Would you recommend that this official be considered for the next round of competition?	❒ **Yes** ❒ **No**	**Would you recommend that this official be considered for the next round of competition?**	❒ **Yes** ❒ **No**
Would you recommend that the line judge on the bench side be considered for the next round?	**Rating:** ❒ 1 ❒ 2 ❒ 3 ❒ 4 ❒ 5 ❒ **Yes** ❒ **No**	**Would you recommend that the line judge on the first referee's side be considered for the next round?**	**Rating:** ❒ 1 ❒ 2 ❒ 3 ❒ 4 ❒ 5 ❒ **Yes** ❒ **No**

Bench Side Line Judge: _____ **R1 Side Line Judge:** _____