



SITE REPRESENTATIVE 2024-25 MANUAL

Division III Men'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 preliminary-round sites of the NCAA Division III Men's Volleyball Championship.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division III Men's Volleyball 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 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 preliminary-round competition.

Please note: A teleconference will be conducted at 2 p.m. Eastern time April 17 for first-round hosts and site representatives, led by the NCAA. Teleconferences will be conducted at 10 a.m. Eastern time April 18 for all first-round teams, led by site representatives and the hosts. Please refer to [Appendixes B and C](#) for the teleconference agendas and call-in information.

In preparation for your role, please review and have on hand the following documents, which are located on ncaa.org at the following link: ncaa.org/championships/division-iii-mens-volleyball.

- Prechampionship manual
- Host operations manual

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

If you have any questions or concerns, please contact the NCAA staff or the Men's Volleyball Committee chair.

On behalf of the NCAA and the Men'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:

- To serve as a representative of the NCAA during championship playoffs.
- To conduct championship competition according to the policies and procedures outlined in the prechampionship manual and host operations manual.
- To conduct the administrative meeting (coaches meeting) in conjunction with the championship.
- To participate in a prechampionship 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.
- 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

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Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution or for a specific sport should note this when contacted. (See Conflict of Interest below.)

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

Section 3•2 Conflict of Interest

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

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

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

Section 3•3 Neutrality

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

We ask that each site representative provide feedback on the championship site at which they served. NCAA staff will email a link for an online evaluation to all site representatives after the championship.

Section 4 • Important Dates

DIVISION III MEN'S VOLLEYBALL IMPORTANT DATES

Notification of Selection of Site Representative	April 14
Videoconference with first-round hosts	April 14 at 2 p.m. Eastern time
Videoconference with first-round teams	April 15 at TBD
Site Representative Arrival Date at Site	Day of practice, Wednesday, April 16

Section 5 • Responsibilities

Section 5•1 Team Championships

TUESDAY BEFORE COMPETITION

- Contact tournament director:
 - Confirm hotel accommodations for team(s) and officials, if needed.
 - Confirm your arrival time and hotel accommodations, if needed.
 - Confirm meeting time upon your arrival.
 - Confirm game and practice times.
 - Discuss neutrality.
 - Discuss equipment to be received and equipment to be provided.
 - Confirm date, time and location of administrative and officials meetings (should be separate).
 - Security/safety plan.
 - Ensure host medical staff are prepared to be at practices and game(s).
 - Discuss locations of the following:
 - Media/interview areas.
 - Training room area.
 - Videotaping and photography areas and policies.
- Conduct a call with host and teams (see [Appendix C](#)).

WEDNESDAY BEFORE COMPETITION

- Check with host on the following shipments:
 - NCAA signage.
 - Game balls and equipment (net system, if applicable).
 - Merchandise from Event1.
 - Programs (men's volleyball is designated for digital programs that can be downloaded at NCAA.com).
 - Participant medallions.
- Review drug-testing policies and procedures if your site is chosen.
- Review concussion-management plan.
- Check with tournament director to see if he or she is set or has questions.
- Check with visiting teams' administrators to be sure they are set and have no issues with travel. Remind them of administrative meeting.

DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament director to discuss the following:
 - Entrances – public, teams, officials, staff.
 - Ticket locations and prices.
 - Credentials/players – pass list.
 - Communication (radios), if necessary.
 - Crowd control.
 - Review alcohol policy (Section 1 of host operations manual).

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- Review pregame schedule.
- Check to be sure equipment is ready.
- Expected media.
- Band/spirit squad/mascot procedures, if applicable.
- Personnel are in place.
- Security plan.
- Inclement weather, if applicable.
- Perform a facility walk-through and review the following:
 - Check gym for proper markings, including the restraining line.
 - Team bench area(s).
 - Scorer's table.
 - Media/interview area.
 - Locker rooms (teams and officials) and security.
 - Merchandise delivered and 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 (all photographers must be mobile; no tripods).
 - Scouting seats, if applicable.
 - Training room.
 - Evaluator location, if applicable.
 - Band/spirit squad location, if applicable.
 - Nonparticipant seating, if applicable.
- Meet with participating coaches to discuss the following:
 - Review starting times and practice schedule.
 - Determine home team(s) and bench assignments.
 - Review squad size and bench limitations. Each team is limited to a maximum of 17 players in uniform to be designated before competition. The bench is limited to 23, including up to four nonathletes and two medical staff. The two spots for medical staff must be used by medical staff and cannot be used for any other staff.
 - Review medical procedures.
 - Review the misconduct statement (Section 7.2).
 - Obtain hotel information from each team, including coaches' room number (if applicable).
 - Review uniform and logo policy (Section 7.1).
 - Review policy on postgame interviews (for preliminary-round games, the advancing team goes first, then nonadvancing team. See Postmatch Interviews in host operations manual for more information).
 - Review player introductions (see host operations manual, page 35).
 - Announce officials' assignments.
- Miscellaneous:
 - Make sure athletic trainer is available at all practices.
 - Make sure NCAA logo rule is being observed.
 - Game balls should be used during practice to scuff them up, if applicable.
 - Equipment for both teams checked.

- 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 floor or in locker rooms).
- Confirm SID is prepared to report results at conclusion of competition.
- Review script with communications representative/PA announcer.
- Review procedures for paying officials (ArbiterPay) and site representative (NCAA online payment).
- Remind tournament director to complete online financial report within 60 days of completion of the championship.
- Remind tournament director that officials are not to fraternize with participants and therefore are not to be invited to hospitality rooms or other social activities.

DAY OF COMPETITION

Arrive at site 2½ hours before start of the 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 the following:
 - Signage is properly displayed and advertisements are covered.
 - Press box/scorer's table/coaches booth are set and ready, if applicable.
 - Check visiting locker room(s) for cleanliness and is properly stocked with paper items.
 - 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.
- Meet with officials to discuss the following:
 - Discuss the determination of home team.
 - No patches other than the official NCAA patch are to be worn on the officials' uniforms. NCAA blue disk patches are sent to the host for distribution to the officials.
 - Review procedures for fee payment and reimbursement of expenses (RefQuest).
 - Remind them that you serve as the liaison between the coaches and the officials.
- Check squad sizes and bench limits.
- Collect starting lineup forms 15 minutes before start of game and provide it to PA, if applicable.

DURING MATCH

- Listen to and watch crowd for inappropriate noisemakers and/or signage. Have security remove them if necessary.
- Observe coaches' and players' behavior.
- Note any problems in the stands/bleachers and have security handle any conflicts.

BEFORE THE END OF MATCH

- Ask the tournament director to get you an accurate count of game attendance to report back.
- Be sure 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 court.
- Observe players and coaches shaking hands and leaving court.
- If a misconduct occurs, please contact the NCAA championship administrator.
- Attend media interviews and be sure cooling-off period occurs.

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- 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 and team for being part of the championship.

BEFORE LEAVING SITE

- Obtain a final copy of stats sheets and remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of.
- Call/text Jonathan Youngblood (317-850-6753) with score report and any issue of misconduct or other issue. Also, email Jonathan at jyoungblood@ncaa.org with scores and a brief game report.

WITHIN 48 HOURS AFTER MATCH

- Complete all requested evaluations.
- Submit report with details if misconduct occurs.
- Submit expenses via NCAA online system. You will receive an automated email to submit expenses. Contact Jonathan Youngblood with any questions (jyoungblood@ncaa.org; 317-850-6753).

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 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.

The NCAA championship manager will send out an electronic link following the preliminary round for site reps to be reimbursed.

Section 6•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

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

NCAA TRAVEL GROUP

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

Section 7 • NCAA Administrative Guidelines

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

Section 7•1 Logo Policy

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

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

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

Section 7•3 Use of Tobacco Products

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

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

Section 7•4 Criticism of Officials

Members of the coaching staffs or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of NCAA Bylaw 31.1.8.2.

Section 7•5 Concussion Management

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating institutions shall follow their concussion management plan while participating in the Division III Men's Volleyball Championship. If a participating institution lacks appropriate medical staff to activate its concussion management plan, the host institution's concussion management plan will be activated. For further details, please refer to the NCAA Sports Medicine Handbook's information on concussions online at [ncaa.org/health-and-safety/medical-conditions/concussions](https://www.ncaa.org/health-and-safety/medical-conditions/concussions).

Section 7•6 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. For Team Championships (e.g., baseball, field hockey, lacrosse):** An institutional representative is an individual from the participating institution (designated by his/her institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the administrative meeting.

Q. When is the institution notified of drug testing?

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

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

- A. For Team Championships:** Immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who have been selected for drug testing.
- A. For All Cases:** At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

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

- A. For Team Championships:** Within one hour after the student-athlete has been notified.
- A. For All Cases:**
 - Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
 - Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
 - Before leaving the championship venue, coaches should check with all student-athletes to make sure they have completed their drug-testing obligations.

- Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?**
- A.** A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.
- If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
 - A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
 - If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.
- Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?**
- A.** No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.
- A.** What if we play a late-night game (10 p.m. or later start, local time)? The NCAA's late-night drug-testing policy only pertains to team championships.
- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later, local time.
 - The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before 10 a.m., local time, the next day.
 - An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.
- Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?**
- A. For Team Championships:** Yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.

Section 7•7 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.

Appendixes

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Appendix A • FAQ

- Q. Officials have asked me how they will receive their payment and when they should expect it since the host no longer pays them?**
- A.** All officials 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 administrator.
- 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 he/she needs 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 administrator via email. If the situation is severe, please immediately call the championship administrator 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 at all possible.

Appendix B • First/Quarterfinal Round Host Teleconference Agenda



A G E N D A

National Collegiate Athletic Association Division III Men's Volleyball Host Teleconference Agenda

1. Welcome.
2. Introductions.
3. Championships promotions and marketing information.
4. Visiting team.
 - a. Hotel information.
 - b. Practice times.
 - c. Pregame schedule.
5. Officials – fees, lodging, per diem, travel, meeting.
6. Equipment deliveries – net system, balls, carts, signage, officials' patches.
7. NCAA site representative – fees, lodging, per diem, travel.
8. Game administration.
 - a. Game times.
 - b. Home and away team uniforms.
 - c. Team benches.
 - d. Locker rooms.
 - e. Coaches meeting – 90 minutes before match.
 - f. Pregame music.
 - g. Pregame time schedule/player introductions.
 - h. Artificial noisemakers are prohibited.
 - i. Signage/banners/logos.

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Host Teleconference Agenda
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- j. Drug testing.
- k. Game balls.
- l. Misconduct/logo policy.
- 9. Travel party/squad size.
 - a. Allowable numbers:
 - (1) Travel party – 22.
 - (2) Squad size – 17.
 - (3) Bench size – 23.
 - b. Team credentials.
 - (1) Up to 17 student-athletes.
 - (2) Up to four (4) non-student-athletes.
 - (3) Up to two (2) medical personnel.
- 10. Video exchange – Krossover.
- 11. Programs.
- 12. Questions.
- 13. Adjournment.

Appendix C • First-Round Participant Teleconference Agenda



A G E N D A

National Collegiate Athletic Association
Division III Men's Volleyball Participant Teleconference Agenda

1. Welcome.
2. Introductions.
3. Video exchange – Krossover.
4. Schedule of events.
 - a. Practice times.
 - b. Game times.
 - c. Administrative meeting.
5. Travel.
 - a. Transportation arrangements.
 - b. Estimated arrival.
 - c. Local transportation arrangements.
6. Travel party/squad size.
 - a. Allowable numbers:
 - (1) Travel party - 22.
 - (2) Squad size – 17.
 - (3) Bench size – 23.
 - b. Bands/cheerleaders/mascots.
 - c. Team credentials:
 - (1) Up to 17 student-athletes.
 - (2) Up to four (4) non-student-athletes.

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Participant Teleconference Agenda
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(3) Up to two (2) medical staff.

7. Lodging arrangements.
8. Sportsmanship.
 - a. Misconduct.
 - b. Crowd control.
 - c. Signage and banners/artificial noisemakers.
9. Facility.
10. Game management.
 - a. Uniforms.
 - b. Logo policy.
 - c. Prematch protocols – Prechampionship Manual, Appendix D.
 - d. Technical (media) time out.
11. Drug testing.
12. Tickets.
 - a. No complimentary tickets.
 - b. Team pass list.
 - c. Tickets available to visiting team (minimum of 200) and method of payment.
13. Media services.
 - a. Webcasting, television and statistics.
 - b. Media/interview room and cooling-off period.
 - c. Scouting and filming.

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Participant Teleconference Agenda
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14. Officials.
15. Questions.
16. Adjournment.

Appendix D • Coaches/Administrators Meeting Agenda



A G E N D A

National Collegiate Athletic Association
Division III Men's Volleyball Administrative Meeting

1. Welcome and introductions.
2. Games committee – composition and responsibilities.
3. NCAA rules modifications and any court obstructions.
4. Travel party/squad size.
 - a. Allowable numbers:
 - (1) Travel party - 22.
 - (2) Squad size – 17.
 - (3) Bench size – 23.
 - b. Team credentials.
 - (1) Up to 17 student-athletes.
 - (2) Up to four (4) non-student-athletes.
 - (3) Up to two (2) medical personnel.
5. Uniform and logo policy.
6. Misconduct statement.
7. NCAA drug testing policy.
8. Medical procedures.
9. Pregame protocol.
10. Video exchange – Krossover.
11. Participant passes and team seating.
12. Post-game media responsibilities.

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Administrative Meeting
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13. Evaluations.
14. Questions.
15. Adjournment.

Appendix E • Officials Meeting Agenda



A G E N D A

National Collegiate Athletic Association
Division III Men's Volleyball Officials Meeting

1. Welcome, congratulations and introductions.
2. Hotel, parking and transportation needs/issues.
3. Payment – game fee, per diem and mileage paid through Arbiter.
4. Review bench assignments, home and visiting teams and uniform colors.
5. Officials and coaches – interaction may only occur with both coaches (or a team designee) and an NCAA representative present.
6. Review duties of games committee.
7. R1 in uniform and on the floor 60 minutes prior to match. R1 and R2 on the court 45 minutes prior to match.
8. Review misconduct policy – rules regarding unsportsmanlike conduct or tactics and conduct of coaches and student-athletes are to be strictly enforced.
9. Professionalism should be maintained throughout the championship both on site and off site.
10. Match assignments.
11. Distribute officials' patches, credentials and parking passes as necessary.
12. Tour of facilities, if necessary.
13. Questions.
14. Adjournment.