



2019 DIVISION III WOMEN'S
VOLLEYBALL
CHAMPIONSHIP

SITE REPRESENTATIVE
2019-20 MANUAL

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

During the preliminary round of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division III Women'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 pre-championship 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 "Site Rep 101" teleconference will be conducted at noon Eastern time Thursday, Oct. 31, for all site representatives and NCAA staff to review duties and responsibilities.

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):

- Pre-championship manual
- Host operations manual

These documents, as well as the information found in this manual, are valuable 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 Division III Women's Volleyball Committee chair.

On behalf of the NCAA and the Division III 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 during championship competition;
- Conduct championship competition according to the policies and procedures outlined in the pre-championship manual and host operations manual;
- Conduct the administrative meeting in conjunction with the championship;
- Conduct a pre-championship teleconference with teams, administrators and host institution personnel;
- Serve as a resource for participating teams and the tournament director;
- Complete an evaluation of the tournament site; and
- Communicate in a timely fashion to the NCAA championships staff any issues that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF	
Jan Gentry Associate Director, Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Cell: 317-966-6490 Email: jgentry@ncaa.org	Paige Newman Assistant Coordinator, Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6660 Email: pnewman@ncaa.org
2019-20 NCAA DIVISION III WOMEN'S VOLLEYBALL COMMITTEE	
CENTRAL REGION Beth Wilmeth Assistant Director of Athletics/Head Women's Volleyball Coach University of Northwestern-St. Paul Cell: 651-592-6419 Email: bkwilmeth@unwsp.edu	GREAT LAKES REGION Sue Hozak Associate Director of Athletics/Head Women's Volleyball Coach Saint Vincent College Cell: 724-331-2865 Email: sue.hozak@stvincent.edu
MIDWEST REGION Paul Schlomer Head Women's Volleyball Coach Edgewood College Cell: 608-886-3566 Email: pschlomer@edgewood.edu	MID-ATLANTIC REGION Kim Kelly Associate Director of Athletics/SWA Carnegie Mellon University Cell: 412-335-8717 Email: kakelly@andrew.cmu.edu
NEW ENGLAND REGION Moira Long, chair Head Women's Volleyball Coach Springfield College Cell: 413-244-9961 Email: mlong@springfieldcollege.edu	NEW YORK REGION Johan Dulfer Head Women's Volleyball Coach Ithaca College Cell: 315-212-7357 Email: jdulfer@ithaca.edu
SOUTH REGION Danny Miller Associate Director of Athletics/Compliance Officer/Head Women's Volleyball Coach Averett University Cell: 434-489-8008 Email: danny.miller@averett.edu	WEST REGION Sabrina Bingham Head Women's Volleyball Coach/SWA Hardin-Simmons University Cell: 325-201-4258 Email: sbingham@hsutx.edu

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 and assistant site representatives. Individuals who have a potential conflict of interest in serving as a site representative or assistant site representative at a particular institution or for a specific sport should note this when contacted. (See Conflict of Interest policy below.)

Site representatives and assistant 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 which 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. 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.

Section 3•3 Neutrality

Site representatives are representing the NCAA and should be neutral in this role. Site representatives should dress professionally and refrain from wearing any clothing that denotes institutional and/or conference affiliation.

Section 3•4 Evaluations

SITE REPRESENTATIVE FEEDBACK

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. Site representatives also will be requested to participate on a teleconference following the championship to provide general feedback regarding their experience as a site representative and specific feedback regarding their respective site.

Section 4 • Important Dates

Site Representative 101 Teleconference	Thursday, Oct. 31, noon Eastern time
Notification of Selection of Site Representative and Assistant Site Representative	Sunday-Monday, Nov. 10-11
Site Representative Teleconference	Monday, Nov. 11, 10 a.m. Eastern time
Hosts/Site Representatives Teleconference	Monday, Nov. 11, 11 a.m. Eastern time
Women's Volleyball Selection Show	Monday, Nov. 11, 12:30 p.m. Eastern time
Regional Participant Teleconferences	Monday, Nov. 11, 3 p.m. Eastern time
Site Representative Arrival at Regional Site	*Tuesday/Wednesday, Nov. 12 or 13
Regional Tournaments	Friday-Sunday, Nov. 15-17 or Thursday-Saturday, Nov. 14-16

*Regional sites that include a team with a policy precluding competition on Sunday will follow a Thursday-Saturday format.

Section 5 • Responsibilities

Section 5.1 Timeline of Responsibilities

MONDAY AFTER SELECTIONS

- Review the materials in the site representative mailing from the NCAA staff.
- Print resource documents.
 - Site representative manual.
 - Host operations manual.
 - Pre-championship manual.
 - Documents in site representative mailing.
 - Contact information for teams, host and officials.
 - Participant manual when you receive it from the tournament director.
- Contact the tournament director (preferably before the online selection show at 12:30 p.m. Eastern time) to introduce yourself, review the schedule of events for the regional tournament, review the agenda for the regional participant teleconference, and provide your travel plans. Confirm a time for the facility walk-through. The tournament director will confirm your hotel reservation.
- Confirm that the tournament director, before the regional participant teleconference at 3 p.m. Eastern time, emails all participating teams' directors of athletics, head coaches and sports information directors (and copies the site representative and assistant site representative) the following information:
 - Congratulations and welcome.
 - Participant manual (should be complete except for assigned practice times).
 - Regional participant teleconference agenda with call-in information.
 - Team hotel assignments.
 - Team information sheet to obtain contact information for each team's head coach, administrator traveling to the regional, sports information director and athletic trainer.
- Review practice times on the practice day and the first day of competition. The mileage for each team to your regional site will be provided by NCAA staff. Prepare to assign practice times on the practice day based on travel distance (i.e., the team farthest from the site has first choice of available practice times, the team the next-farthest distance from the site has second choice of available practice times, etc.) The host team should have last choice of practice times. Teams that travel to the site the day before the practice day will be considered "local" and will have second-to-last choice of practice times (select immediately before host). Also, assign practice times for the morning of the first day of competition based on seeds (lower seed for Match #1 has first practice time, higher seed for Match #1 has second practice time, etc.)
- Remind the tournament directors that they are responsible for confirming line judges (must be certified and cannot be students) and experienced scorer's table and event operations staff (libero tracker, scorekeeper, PA announcer, clock/scoreboard operator, ball rotation crew, music coordinator, etc.)
- 11 a.m. Eastern time – Participate on the teleconference for tournament directors, site representatives and assistant site representatives. This call will conclude with information specifically for sports information directors (e.g., expectations during press conferences).
- 3 p.m. Eastern time – Conduct regional participant teleconference.

BEFORE TRAVELING TO REGIONAL SITE

- Remind the tournament director of the importance of neutrality and that the regional tournament is not a "home" tournament. The tournament director should direct event staff not to wear apparel with institutional and/or conference logos.
- Remind the sports information director to produce individual name placards for the coaches and student-athletes (with their respective institutional logo or the NCAA logo) for press conferences.
- Remind the tournament director that the host will be responsible for providing appropriate music for warm-ups, the march and timeouts. March music should be at least 90 seconds of instrumental music (e.g., theme music from the Olympics). (Send tournament director sample march music if you have it.)

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- Contact the head official before the tournament to review the officials meeting agenda and the assignment of officials for the first day of matches. The site representative is responsible for assignments; review the coaches' evaluations of the officials and ask the head official for advice on assigning officials. Also, remind the head official of the expectation to attend the administrative meeting to review NCAA rules modifications and any court obstructions.
- Check with the tournament director on the following shipments:
 - NCAA signage.
 - Volleyballs and ball carts from Molten.
 - Nets and pole pads from Sports Imports (if regional host is a Sports Imports customer).
 - Merchandise from Event 1.
 - Awards.
 - Officials patches.
- Review drug-testing policies and procedures.
- Check with the tournament director and respond to any questions.
- Check with participating teams' administrators to see if there are any issues with travel. Remind them of the administrative meeting time and location.

FACILITY WALK-THROUGH

When conducting the facility walk-through, check the following areas:

- Court area. Facility should be "match ready" (e.g., all NCAA signage in place, corporate signage covered, volleyballs inflated to the correct level, net at correct height, etc.) before the first practice. Ensure that practices are closed and cover windows and doors if needed.
- Locker rooms. Ask the tournament director for locker room assignments for practices and matches. Ensure locker rooms are clean and have water.
- Press conference area. Ensure the host is prepared to videotape press conferences, provide name placards with student-athlete and coach names and the NCAA or team's logo. A press conference moderator should be prepared to ask questions.
- Athletic training area. Confirm that an athletic trainer will be available for all practices and games.
- Officials' locker room/meeting room and entrance/exit. Confirm that event staff or security will escort officials to/from their locker rooms.
- Hospitality areas. The host should provide separate areas for teams/coaches, media and officials.
- Ticket sales and operations.
- Merchandise and concessions areas.
- Player entrance/exit.
- Signage. No signage with alcohol/tobacco advertising or corporate entities with brands (e.g., Pepsi) that compete with NCAA corporate champions or partners is allowed.
- Assignment of home/visitor bench. The championship policy should be followed, even if the host institution uses the opposite bench as the home bench during home contests.
- Videotaping area. The host will be required to videotape each match and upload the film to Krossover/Hudl within three hours of the conclusion of the match.
- Towels, water bottles, coolers and other soft drinks. Sideline product is Dasani only. Teams may drink other products (e.g., Powerade) from Dasani cups/water bottles or generic cups/water bottles. Teams are not permitted to tape over Gatorade logos on water bottles.
- Confirm that the SID is prepared to distribute stats between sets and report results at the conclusion of competition.

PRACTICE DAY

- Make sure the facility is closed for practices (doors are locked as needed and windows are covered). Host institution personnel should not be present during practices of other teams. Also, ask the tournament director about other events occurring on campus that may affect usage of the competition facility or parking.

- The site representative and/or the assistant site representative should be present for the entirety of each team's practice.
- Ask the tournament director to show you how to operate the clock and add team names if the scoreboard has that capability.
- Ask coaches whether there are any issues with their travel arrangements, hotel, etc.
- Greet teams in the lobby, give general instructions and show them to their locker room if needed.
- Notify coaches of bench and locker room assignments if host has not done so.
- Confirm availability of volleyballs, water, towels, music, etc. Teams may provide their own music for practices. Ensure host has personnel available to play CDs or connect iPods.
- During the first day of practices, review the march protocol and match timing sheet with all teams and coaches.
- Count volleyballs at the end of each practice to ensure that the full allotment is available for the next practice. (Remember that each team receives two volleyballs upon elimination.)
- Ensure all uniforms are in compliance with logo legislation.
- Lead administrative meeting.
 - Review NCAA administrative policies.

DAY OF COMPETITION

Before Matches

- Conduct the officials meeting before the first match. Ensure all officials provide their contact information (Appendix Q2 in the host operations manual).
- Ensure the clock is started at the appropriate time.
- Meet with the ball rotation crew to confirm ball shagging during team warmups.
- Remind coaches of the march location and protocol and give them the match timing sheet.
- Help teams line up for the march and try to time their arrival at the endlines to be at the same time.
- Remind coaches of the post-match protocol (awards, cool-down period, press conferences, etc.).
- Confirm that there are no more than 17 student-athletes in uniform and 25 total in the bench area.
- Ensure volleyballs are available by each bench for ball handling between sets.
- Ensure announcer has credential list and awards recipient forms, including names of any student-athletes not in uniform.
- Meet with the PA announcer to review duties, protocol and scripts.

During Matches

- Observe team benches and monitor crowd behavior. Ask host institution security personnel to address crowd control issues and remove inappropriate noisemakers and banners/signage with inappropriate content.
- Enforce flash photography/video camera/tripod policies.
- Ensure host has 17 medallions and two tournament volleyballs ready to present to each team after it is eliminated from the tournament.
- Oversee clock, scoreboard, music and scorer's table personnel.

After Matches

- Ask teams to line up on the endlines after they shake hands.
- The PA announcer will read the list of names (provided by the team) of the eliminated team. The site representative and assistant site representative should present the awards and shake hands with the team members. (Note: Each team should receive exactly 17 participant medallions, regardless of the number of names listed to be announced. Medallions should be presented only to student-athletes.) Following the regional championship match, the all-tournament team should be announced first, and then the PA announcer should announce the second-place team and then the regional championship team. The site representative should present the regional champion team trophy to the advancing team.
- Give each head coach an officials' evaluation form.
- Lead teams to their designated cool-down area. Ensure the 10-minute cooling-off period occurs.
- Ensure the event staff or security personnel escorts the officials to the officials' locker room.

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- Notify the head coach which student-athletes were requested for the press conference (winning team first except for championship match).
- Escort head coach and selected student-athletes for each team to the press conference area.
- Confirm the practice time with the coach of the advancing team and ask if the team will use the practice time.
- Obtain match statistics to assist in identifying candidates for the all-tournament team.
- Text or email match scores to the NCAA championship manager.
- If a misconduct occurs, contact the NCAA championship manager as soon as possible to review the situation.
- Attend press conferences and monitor comments of coaches and student-athletes (e.g., criticism of officials).
- Check in with the drug testing staff to see if there are any issues (if applicable).
- Stop by the locker room of the non-advancing team and congratulate the head coach and team on a successful season and participating in the championship.

AFTER FINAL MATCH OF THE DAY

- Meet with the head official to discuss any concerns, review coaches' evaluation forms and determine assignment of officials for the next day, then debrief with all of the officials.
- Meet with the tournament director to discuss any concerns.
- Inform the facility director and tournament director which teams will practice the next day and review the practice schedule.
- Ensure the host uploads the video of each match via the Krossover/Hudl software.

BEFORE CHAMPIONSHIP MATCH

- Confirm which team members will be accepting the championship trophy.
- Meet with the sports information staff to discuss candidates for the all-tournament team and most outstanding player. Have the SID/tournament director print certificates for all likely candidates. (Discard certificates for student-athletes who are not named to the all-tournament team.)
- Finalize the all-tournament team and ensure a certificate is printed for each student-athlete.

AFTER CHAMPIONSHIP MATCH

- Ensure the announcer announces the all-tournament team before the team awards. Present certificates to the all-tournament team members, and then announce the players from the runner-up team and present the participant medallions. Finally, announce the players from the regional championship team and present the team trophy.
- Ensure the regional host uploads video footage of the advancing team to the NCAA FTP site for the championship banquet video.

BEFORE LEAVING SITE

- Ensure you have copies of all regional tournament documentation (listed below).
- Check with the tournament director to see if there are any issues to resolve and thank the host institution staff for hosting.

AFTER REGIONAL TOURNAMENT

- Complete evaluations of the regional championship. (NCAA staff will email the link to the evaluation form.)
- Submit travel expenses online through the [Travel Expense System](#). (NCAA staff will email the link for reimbursement.)
- Send the following information to the NCAA office:
 - Credential lists.
 - Awards recipient forms.
 - Attendance sheet from administrative meeting.
 - Regional participant manual.
 - Any documentation relating to misconduct or a failure to adhere to policies and procedures.
- Participate on a teleconference with other site representatives, assistant site representatives, women's volleyball committee members and the championship manager to provide feedback regarding the regional tournament and suggestions for improvement.

Section 6 • Travel, Lodging and Expense Reimbursement

Section 6•1 Travel

All site representatives will be selected based on proximity to the host site. The NCAA will provide reimbursement to site representatives for mileage up to 500 miles one-way to the host site. Assistant site representatives will not receive mileage reimbursement.

Section 6•2 Lodging

The host institution will be responsible for providing hotel accommodations for the site representative 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. Assistant site representatives will not receive lodging.

Section 6•3 Expense Reimbursement

Site representatives will receive a \$75 per diem for each day of travel and competition. All miscellaneous expenses (e.g., tolls, parking fees, etc.) are covered by the per diem. Assistant site representatives will receive a \$75 per diem for each day of practice and competition (maximum of four days).

Following the regional, NCAA staff will email the link to the NCAA Travel Expense System to each site representative and assistant site representative to submit their travel expenses online.

Section 6•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

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

GO GROUND OPTIONS

Phone Number	866-386-4951
Website	https://www.gochampionships.com

NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	travel@ncaa.org
Website	http://www.ncaa.org/championships/travel/championships-travel-information?division=d3

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 from the time the field is announced until the team returns home that discredits the event or intercollegiate athletics.

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

Section 7•3 Use of Tobacco Products

[Reference: Bylaws 11.1.5 and 17.1.6.3 in the NCAA Division III Manual.]

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

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 director, drug-testing site coordinator or the NCAA representative for the specific location.

Q. How long does drug testing take?

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

Q. What is an institutional representative?

- A. For Team Championships (e.g., baseball, field hockey, lacrosse, etc.):** An institutional representative is an individual from the participating institution (designated by the 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.
- A. For Individual/Team Championships (e.g., golf, tennis, track and field, swimming, etc.):** An institutional representative is an individual (e.g., coach, athletic trainer) who should be informed that the student-athlete 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 Team Championships:** An institutional representative from each team will be notified no sooner than two hours before the start of their contest 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.
- A. For Individual/Team Championships:** Only the student-athlete is notified of the selection for drug testing. The student-athlete is then responsible for notifying an institutional representative of the selection.

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

- A. For Team Championships:** Immediately after the contest, 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 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 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 Team Championships:** Within one hour of the student-athletes being notified of their selection for 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 awards ceremony 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 their 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.
- 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 manager before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

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Appendix A • FAQ and Helpful Tips

FAQ

Q. How and when will officials receive their payment?

- A.** All officials are paid directly by the NCAA through a program called ArbiterPay. The head official should submit Appendixes Q1 and Q2 from the host operations manual by Monday following the regional tournament. Officials should receive their payments within two weeks of the conclusion of the tournament.

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 or she needs to assign security personnel in the section where the fight has broken out to resolve the situation. 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 or 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.

Q. If a match runs longer than expected, how much time do I allow for warm-ups for the following match?

- A.** Allow a minimum of 45 minutes of warm-up for the participants in the next match.

HELPFUL TIPS

- Bring two charts of officials' fees (Appendix Q1 in the host operations manual) and give one to the head official to complete.
- If you are running low on volleyballs for the semifinals or the championship, add extra volleyballs (only if they are Molten) from the host's supply.
- Confirm with the tournament director the time that the scorer's table personnel (PA announcer, scorekeeper, libero tracker, clock/scoreboard operator, music coordinator, etc.) are scheduled to arrive (should be a minimum of one hour before the first match of the day) and their experience level. Remind the tournament director that the ball rotation crew should arrive in time to help with ball shagging during team warm-ups.
- Squad size is 17, bench size is 25 and the official travel party is 22.
- Teams are permitted to practice with more than 17 student-athletes. However, only 17 student-athletes may be in uniform for team warm-ups prior to matches.
- You may adjust practice times if the participating coaches agree. For example, if a team does not use its designated practice time you may condense remaining practice times. Any schedule adjustments should be made in a fair and consistent manner.
- Evaluate the quality and size of locker rooms. If locker rooms are not equitable, ensure they are assigned in a fair and logical manner.
- Be prepared to ask the host athletic trainer to leave a practice if requested by the head coach of the team practicing and/or if that team's athletic trainer is attending the practice.
- Fans may videotape competition of their team only (i.e., no scouting) but cannot use a tripod or monopod. Fans may only videotape from the stands. Only credentialed individuals are permitted to videotape from the designated videotaping area.
- Do not permit teams to cover the logos on branded (e.g., Gatorade) water bottles with tape. Ask them to use Dasani or generic cups.
- The head coach of each participating team is expected to attend the administrative meeting in person. Do not permit a coach to participate in the meeting via phone.
- Call or text the committee chair or the championship manager with any questions.

Appendix B • Participant Teleconference Agenda



A G E N D A

National Collegiate Athletic Association
Division III Women's Volleyball Championship
_____ Regional

3 p.m. Eastern Time

November 11, 2019

Site Representative

1. Welcome.
2. Congratulate teams.
 - a. Roll call.
 - b. Cell phone numbers for head coach, administrator traveling with the team and SID (or have teams submit team information forms).
3. Introduce games committee (Tournament Director, NCAA Site Representatives).
4. Review schedule of events.
 - a. Administrative meeting.
 - b. Practices. (Confirm practice schedule based on travel distance of each team.) Note that if any teams choose not to practice, the schedule will be adjusted so that all practice times are consecutive, but the order of practices shall not change.
 - c. Matches.
5. Review squad size and credentials.
 - a. Maximum of 17 eligible players in uniform. (The coach may submit a different roster each day identifying which student-athletes will be in uniform.)
 - b. Maximum of 22 participant credentials.
 - c. Maximum of three bench passes, including up to two medical personnel.
6. Review video exchange requirements (Krossover/Hudl).
7. Review awards.
 - a. Awards recipient form. (List team members to be announced.)

DIVISION III WOMEN'S VOLLEYBALL

NCAA Division III Women's Volleyball Regional
Participant Teleconference Agenda
November 11, 2019
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- b. Participant medallions for squad size (17) of non-advancing teams presented in awards ceremony. Additional student-athletes not in uniform will be announced.
 - c. Regional champion team trophy for advancing team.
 - d. All-tournament team (seven members including Most Outstanding Player; announced prior to second-place team and regional champion).
8. Review uniform requirement (two sets of different colors, home team wears light-colored jersey color and the opposing team wears a contrasting color) and logo policy.

Tournament Director

9. Review facility specifics.
- a. Court/facility.
 - b. Videotaping policies and designated videotaping location.
 - c. Practice arrangements.
 - d. Stretching/warm-up area.
10. Review transportation arrangements.
- a. Travel schedules.
 - b. Parking.
 - c. Travel reimbursement only through online system.
11. Inform teams of hotel assignments. (Teams are expected to stay at the designated team hotels.)

Sports Information Staff

12. Sports information arrangements.
- a. Statistics will be provided between sets.
 - b. Press conferences.
 - c. Webcasting.

Athletic Training Staff

NCAA/07_31_2019/JRG:pan

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Participant Teleconference Agenda
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13. Medical arrangements.

Appendix C • Administrative Meeting Agenda



A G E N D A

National Collegiate Athletic Association
Division III Women's Volleyball Regional Administrative Meeting Agenda

1. NCAA committee member/site representative.
 - a. Introductions (NCAA site representatives, host institution personnel, participating teams, head official).
 - b. Identify games committee (tournament director, site representative and assistant site representative).
 - c. Collect band/cheerleader gate lists (if applicable).
2. NCAA committee member/site representative.
 - a. Squad size (17 eligible players in uniform).
 - b. Official travel party (22).
 - c. Bench size (maximum of 25; maximum of 22 participant credentials and a maximum of three bench passes, two of which must be used for medical personnel).
 - d. Home team designation. (At regionals, the higher-seeded team will be designated as the home team. The home team will sit to the left of the scorer's table as the team faces the table from the court. This policy is in effect even if the host team traditionally uses the opposite bench as the home bench.)
 - e. Uniform policy (logos, color, etc.). Confirm uniform colors for the first day of competition.
 - f. Warm-up music. The host institution will provide warm-up music.
 - g. Sideline product (Dasani and PowerAde).
 - h. Videotaping procedures and Krossover/Hudl film exchange.
 - i. Banners and noisemakers policy.
 - j. Prematch protocol and march.
 - k. Awards ceremony and all-tournament team.
 - l. Postmatch procedures (awards, cooling-off period, press conferences, etc.)

NCAA Division III Women's Volleyball
Regional Administrative Meeting Agenda
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- m. Misconduct statement.
- n. Drug-testing statement.
- 3. Tournament director.
 - a. Schedule of events for matches and practices.
 - b. Parking.
 - c. Facility.
 - (1) Court setup.
 - (2) Locker rooms.
 - (3) Practice/warm-up court.
 - (4) Videotaping area.
 - (5) Press conference area.
 - (6) Hospitality.
 - (7) Team seating.
 - d. Emergency evacuation/crisis management procedures.
 - e. Distribute participant credentials and bench passes.
- 4. Host sports information director.
 - a. Statistics will be provided between sets.
 - b. Postmatch press conferences.
 - c. Webcasting.
- 5. Host athletic trainer.
 - a. Availability of athletic trainers.
 - b. Athletic training facilities.

NCAA Division III Women's Volleyball
Regional Administrative Meeting Agenda
Page No. 3

6. Head official.
 - a. NCAA rules modifications and points of emphasis.
 - b. Court obstructions.

Appendix D • Administrative Meeting Agenda (Site Representative Version)



A G E N D A

National Collegiate Athletic Association
Division III Women's Volleyball Championship Administrative Meeting Agenda
(Site Representative version)

1. NCAA committee member/site representative.
 - a. Introductions (NCAA site representatives, host institution personnel, participating teams, head official).
 - b. Identify games committee (tournament director, site representative and assistant site representative).
 - c. Collect band/cheerleader gate lists (if applicable).
2. NCAA committee member/site representative.
 - a. Squad size (17 eligible players in uniform).
 - b. Official travel party (22).
 - c. Bench size (maximum of 25; maximum of 22 participant credentials and a maximum of three bench passes, two of which must be used for medical personnel).
Bench passes provide access to the competition venue free of charge and access to the bench. Two of the three bench passes may ONLY be used by medical personnel. If teams do not have athletic trainers traveling with them, they are not permitted to substitute nonmedical personnel (e.g., student-athletes beyond the 17 in the squad size) to receive bench passes.
 - d. Home team designation. (At regionals, the higher-seeded team will be designated as the home team. The home team will sit to the left of the scorer's table as the team faces the table from the court. This policy is in effect even if the host team traditionally uses the opposite bench as the home bench.)
If questioned on this policy by the host institution, explain that the regional tournament is postseason competition and not a home contest (e.g., scorer's table personnel should not wear institutional apparel, PA announcer should be impartial, etc.)
 - e. Uniform policy (logos, color etc.). Confirm uniform colors for the first day of competition. (Pre-championship manual, page 12)
Each team must bring two sets of jerseys of different colors. Home teams are listed first and will wear a light-colored jersey. The away school will be listed second and will wear

NCAA Division III Women's Volleyball Regional
Administrative Meeting Site Representative Agenda
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a jersey of a contrasting color. The NCAA site representative will make the final decision if additional jerseys are not available.

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 or parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction. A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies another entity other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any prematch or postmatch activities.

- f. Warm-up music. The host institution will provide warm-up music.
The site representatives will determine whether the content of warm-up music is appropriate for all audiences. Profanity and other explicit/offensive language is not permitted. The music should be neutral and should not be the host team's playlist for regular season matches.
- g. Sideline product (Dasani and PowerAde).
Dasani is the official sideline product permitted in the bench area. No other brands of water bottles will be allowed. Participants may drink other beverages (e.g., PowerAde) out of Dasani cups/water bottles or generic cups/water bottles. Water bottles with other corporate branding (e.g., Gatorade) cannot be simply taped to cover the logo.
- h. Videotaping procedures and Krossover/Hudl film exchange.
Institutions may videotape their own matches only, and only from the designated videotaping area. The regional host will videotape all matches at the regional championship and upload the videos via the Krossover/Hudl software.
- i. Banners and noisemakers policy.
The responsibility for crowd control rests with the director of athletics or designated representative of the host institution. Host institutions should include a copy of their evacuation, security and emergency-response plans, as well as other crowd-control measures, in their participant manual. The directors of athletics of the competing institutions are expected to communicate with their student-athletes and other fans to

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 Administrative Meeting Site Representative Agenda
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encourage enthusiastic support within the confines of good sportsmanship.

Host institutions must provide adequate security and ushers, preferably in uniform or apparel identifying them as event staff, for effective crowd management. Attention should be given to seating arrangements to alleviate potential crowd-control issues.

Artificial Noisemakers. *Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such items shall be removed from the playing and spectator areas. Bands, or any component thereof, shall not play while the match is in progress. The tournament director shall be responsible for enforcing these provisions.*

Banners. *Participating teams may have one team banner, which may not be affixed to any part of the facility and may not block the view of spectators. Spectators may have signs, which may not be affixed to any part of the facility and may not block the view of spectators. The site representatives and tournament director will determine whether the content on a sign is appropriate for all audiences.*

j. Review match protocol and march. (Host Operations Manual – Appendix N)

Opening Ceremonies

The host institution should supply marshall music conducive to teams marching in.

- (1) *Following completion of the match protocol, the parade of players and officials will take place as follows: [Note: Coaches may remain at team bench]*
 - (a) *Line-up. Players, referees, the scorer and lines judges will leave the court through the players' entrance and line up as follows: the first referee, followed by the second referee, the alternate referee, the scorer, the line judges, the team that will play on the side of the net farthest from the entrance, and finally, the other team. It is suggested that teams line up so that the team captain(s) will finish in the right back corner with the rest of the team in numerical order by uniform number. The NCAA representative should assist in staging the line-up and march.*
 - (b) *March. To the accompaniment of marshall music, the referees, scorer, line judges and players will enter in line. The referees and other officials will march along the outside of the court by the most direct route to a place in front of the referee's stand and face the court. The referees will pass under the net to a spot immediately beyond the net. The scorer and line judges will not pass under the net; they will remain on the "near" side of the net. The team going to the farthest side of the court will pass along the outside of the court opposite from the referees and line up on the back line facing the court with the captain(s) at the right back corner. The opposing team will go directly to the other back line and line up facing the court with the captain(s) at the right back corner.*
- (2) *The national anthem will be played prior to the first match each day once the teams are on the court. All players, coaches and officials are introduced at this time.*
- (3) *After the introductions, the referee signals the team captains to come to the net and*

NCAA Division III Women's Volleyball Regional
Administrative Meeting Site Representative Agenda
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- shake hands, followed immediately by the rest of the players.*
- (4) *The floor is cleared and the players in the starting lineup immediately return to the floor.*
- (5) *Play commences.*

k. Awards ceremony and all-tournament team.

Both teams should line up after each match and the site representative and assistant site representative should present participant medallions (maximum of 17 per team) to the student-athletes in uniform on the eliminated team. (Note: Each team should receive 17 participant medallions. If a team has fewer than 17 student-athletes in uniform, medallions should be presented to the student-athletes in uniform, and the remaining medallions should be provided to the team administrator following the awards ceremony.) Following the regional championship match, the all-tournament team should be announced first, and then the PA announcer should announce the second-place team and participant medallions should be presented to the student-athletes in uniform. The PA announcer should then announce the regional championship team and the site representative and assistant site representative should shake hands with each team member. The awards ceremony should conclude with the site representative presenting the regional champion team trophy to the advancing team. The advancing team members will not receive medallions; they will receive mini-trophies or watches at the championship finals site. You should also provide two Molten volleyballs to each team after its final match.

l. Postmatch procedures (awards, cooling-off period, press conferences, etc.)

In accordance with NCAA regulations, each team will be allowed a 10-minute "cooling-off" period. The head coach of the winning team, with requested players, will be interviewed first. The losing coach and players will follow the winning coach. This protocol will be followed until the championship match, after which the losing coach and requested players will be interviewed first, followed by the winning coach and players.

All coaches and student-athletes must be made available for post-competition interviews after the "cooling-off" period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the women's volleyball committee. All coaches and student-athletes must vacate the court as soon as possible after competition. Coaches are asked to assist in getting their student-athletes to the "cooling off" area. They will have time to visit with family and friends after this time. Parents, fans and spectators are NOT allowed on the court at any time.

m. Misconduct statement. (NCAA Bylaw 31.02.3)

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 from the time the championship field is announced until the team returns home that discredits the event or intercollegiate athletics.

NCAA Division III Women's Volleyball Regional
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Criticism of Officials. Members of the coaching staff 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 Bylaw 31.1.8.

n. Drug-testing statement.

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 post-event NCAA drug testing will occur at this championship event. Please note that no student-athlete will be notified of or escorted to NCAA drug testing without the knowledge of an official, credentialed representative from that student-athlete's institution.

Tobacco Products and Alcoholic Beverages. *Tobacco products and alcoholic beverages shall not be sold or otherwise made available for public consumption at this championship event nor shall any such beverages or products be brought to the site during the championship (i.e., during the period from the time access to the site is available to spectators until all patrons have left the facility or area used for competition).*

3. Tournament director.

a. Schedule of events for matches and practices.

Ask if any teams do not plan to use their practice time tomorrow morning. Adjust the schedule as appropriate so that there are no gaps in the schedule. The order of team practices shall not change. Coaches are not permitted to switch practice times or to choose not to practice and give their practice time to another team.

b. Parking.

c. Facility.

(1) Court setup.

(2) Locker rooms.

(3) Practice/warm-up court.

NCAA Division III Women's Volleyball Regional
Administrative Meeting Site Representative Agenda
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- (4) Videotaping area.
 - (5) Press conference area.
 - (6) Hospitality.
 - (7) Team seating.
- d. Emergency evacuation/crisis management procedures.
- e. Distribute participant credentials and bench passes.
Each team can receive a maximum of 22 participant credentials and a maximum of three bench passes, two of which may only be used by medical personnel. The number of credentials and bench passes provided to each team should be based on the number of individuals listed on the team's credential list (instead of automatically providing each team the full allotment).
- 4. Host sports information director.
 - a. Statistics will be provided between sets.
 - b. Postmatch press conferences.
Provide a link for the host championship website and information about social media.
 - c. Webcasting.
- 5. Host athletic trainer.
 - a. Availability of athletic trainers.
 - b. Athletic training facilities.
- 6. Head official.
 - a. NCAA rules modifications and points of emphasis.
 - b. Court obstructions.

Appendix E • Officials Meeting Agenda



A G E N D A

National Collegiate Athletic Association Division III Women's Volleyball Officials Meeting Agenda

1. Welcome and introductions. (Referees, line judges, scorers and libero trackers should attend this meeting. At the finals site, introduce the entire committee with name and tournament responsibilities, then dismiss the committee members except for the one assigned to work with the officials.)
2. Obtain/confirm hotel information for referees (if applicable). (At finals site, obtain/confirm rental car/transportation arrangements if you have not already done so.)
3. Ask referees, line judges, scorers and libero trackers to provide contact information (cell phone number and email address) on the Officials' Contact Information form (Appendix Q2 in the host operations manual).
4. Review fees and how officials will be paid.
 - a. Fees, per diem and mileage (if necessary) for referees, the alternate official (regionals only) and line judges will be paid online through ArbiterPay. These officials must register for ArbiterPay at <http://www.arbiterpay.com/> and provide their contact information. ArbiterPay is free to officials. The tournament director will pay the scorers and libero trackers.
 - b. Regionals (per match). First and second referees will receive \$130; the alternate referee will receive \$60; line judges (two per match) will receive \$65; the scorer will receive \$65; and the libero tracker will receive \$65. The first and second referees and the line judges will receive mileage (maximum of 1,000 miles roundtrip) and per diem (\$45). All mileage will be calculated through ArbiterPay. Per diem is intended to cover local transportation (i.e., less than 25 miles one-way), parking fees and tolls, and these expenses will not be reimbursed. Lodging for only the referees should be direct billed to the host institution and reimbursed via the final financial report as a budgeted games expense. Alternate officials will receive only per diem and fees (i.e., no lodging or mileage). Scorers and libero trackers will receive fees only.
 - c. The head official will complete the Fees and Expenses for Officials chart (Appendix Q1 in the host operations manual) and submit Appendixes Q1 and Q2 to the NCAA staff by Monday.
5. Review uniforms and distribute patches (should be shipped to host). Patches shall be worn on the right chest.
6. Discuss officials debriefing room location.

DIVISION III WOMEN'S VOLLEYBALL

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- Identify person assigned to escort the officials postmatch.
7. Review match format/march.
 - Line-up: Players, referees, the scorer and line judges will leave the court through the players' entrance and line up as follows [Note: Coaches may remain at team bench]: the first referee, followed by the second referee, the alternate referee, the scorer, the libero tracker, the line judges, the team that will play on the side of the net farthest from the entrance, and finally, the other team. It is suggested that teams line up with the team captain(s) first followed by the rest of the team in numerical order by uniform number. The NCAA representative should assist in staging the line-up and march.
 8. Selecting match ball – officials mark and keep separate.
 9. Discuss hospitality arrangements.
 10. Following the last match of the day, the NCAA representative will meet with the officials to debrief and review evaluations from coaches.
 11. Questions.
 12. Review schedule of events and assignments. Assignments for Day 1 will be communicated by the Head of Officials. Assignments for Days 2 and 3 will be confirmed by the NCAA representative with input from the Head of Officials.

First day of competition

R1

R2

Alt

Match 1			
Match 2			
Match 3			
Match 4			

Appendix F • 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.

The screenshot displays the NCAA Travel Expense system interface. At the top, the NCAA logo and 'NCAA Travel Expense' are visible. A user greeting 'Welcome, Juanita Sheely' is shown with links for 'Change Password', 'Contact Us', and 'Logout'. Below this, there are tabs for 'Trips' and 'Profile'. The 'Trips' section features a 'Show / hide columns' button, a search box, and a table of trips. The table has columns for Travel group, Meeting dates, Meeting location, Meeting name, Travel type, Primary Expense Report, and Secondary Expense Report. A red arrow points to the 'Create' link in the Primary Expense Report column for the first trip.

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

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

Expense Report

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

Expenses

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

Select To Add Expense

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

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

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

Remove

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

Trips > Editing Expense Report

Expense Report

Committee/program: _____

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

Meeting name: Site Visit

Location: San Diego, CA

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

Expenses

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

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

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

Pay To

Self

Mailing Address

No tax address is configured

[Add Address](#)

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

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

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 day(s) * 75

Mileage @ 0.53

Lodging No file selected.

Add Expense Report Line

Pay To

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.

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

State	IN
Postal code	46204
Country	USA

[Modify Address](#)

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

Payment information

Bank is not configured

[Add Bank](#)

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

Bank Info

Bank Info

Bank name

Account type

Routing number

Account number

[Update Bank Info](#)

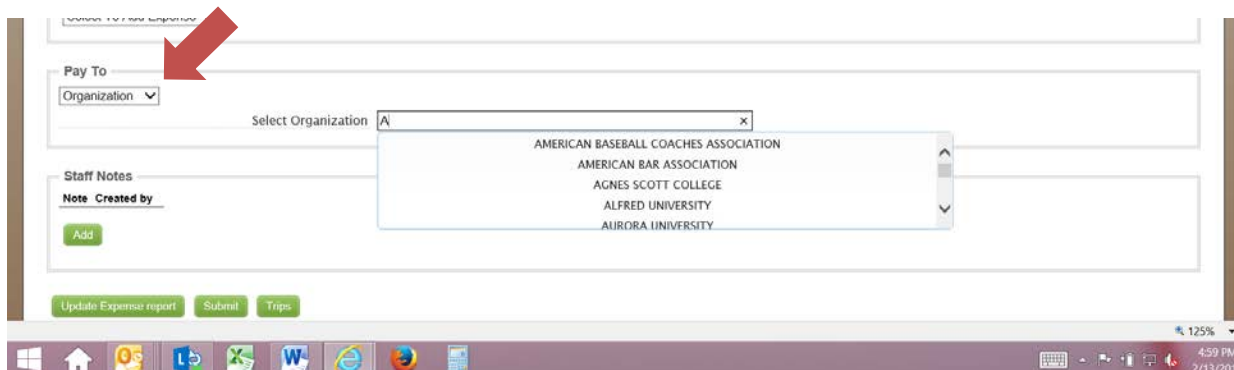
If the system indicates you have been paid by the NCAA previously, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking Modify Bank.

Payment information

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

[Modify Bank](#)

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.



Pay To
Organization

Select Organization

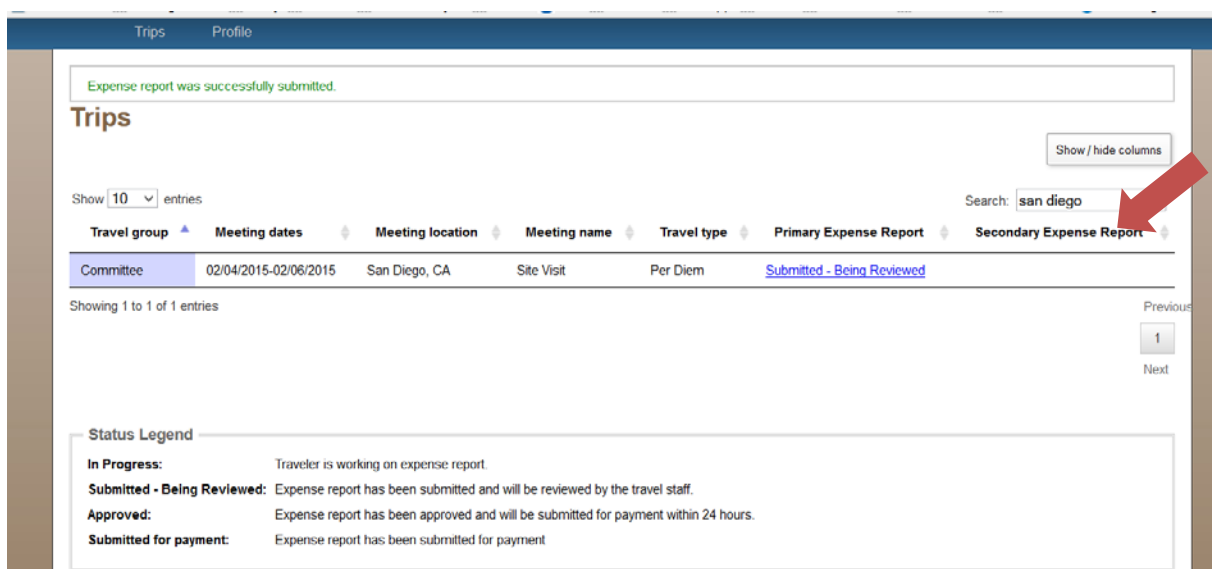
AMERICAN BASEBALL COACHES ASSOCIATION
AMERICAN BAR ASSOCIATION
AGNES SCOTT COLLEGE
ALFRED UNIVERSITY
AURORA UNIVERSITY

Staff Notes
Note Created by
Add

Update Expense report Submit Trips

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

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



Trips Profile

Expense report was successfully submitted.

Trips

Show 10 entries

Show / hide columns

Search: san diego

Travel group	Meeting dates	Meeting location	Meeting name	Travel type	Primary Expense Report	Secondary Expense Report
Committee	02/04/2015-02/06/2015	San Diego, CA	Site Visit	Per Diem	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@ncaa.org or 317-917-6757.

Appendix G • Volleyball Tip Sheet to Evaluate Officials



Volleyball Tip Sheet for Postseason NCAA Site Reps



Postseason NCAA Site Reps have varying degrees of knowledge and experience with the sport of volleyball. This tip sheet is intended to help site reps understand the elements of a volleyball match and provide guidelines on how to assess the performance of the officiating crew.

Assessing the Officials

The role of the official is to ensure a safe environment and fair play for all participants. When you first meet the officials at your site, get a feel for their level of professionalism. During the match, observe how they interact with coaches, players and other members of the officiating crew. You will have plenty of opportunity to evaluate their on-court performance, but assessing their professionalism is a key factor in appraising how well an official does the job.

Here are some points to consider when assessing the performance of the officiating crew.

Officiating Elements	Points to Consider
Professionalism	<ul style="list-style-type: none"> • What kind of presence did the officials project at the officials' meeting and on/off the court? • Did they engage in conduct that could be perceived as fraternizing with match participants or spectators?
Match Administration	<ul style="list-style-type: none"> • Did each official perform their job efficiently? • Did they promote a consistent tempo? • Were problems and unavoidable interruptions handled quickly?
Anticipation	<ul style="list-style-type: none"> • Were the officials prepared for match situations or were they caught by surprise? • Did the R2 and line judges move to get a better view of play?
Communication	<ul style="list-style-type: none"> • Was the R2 attentive to requests for substitutions, time outs, lineup checks, etc.? • Was the R2 able to explain controversial calls and calm coaches quickly? • Did the R1 acknowledge objections from the coaches or engage in appropriate communication?
Mechanics	<ul style="list-style-type: none"> • Were officiating signals crisp, clear and convincing? • Were the referees' decisions correct and confident?
Teamwork	<ul style="list-style-type: none"> • Did the officiating crew members make good eye contact with each other? • Did the match flow well because everyone was allowed to do their job?
Match Control	<ul style="list-style-type: none"> • Did the officials put you at ease because the match was under control? • Were the officials calm and collected? • Did the officials engender trust that they would do well in any type of match?

Observing a Match

When you watch a volleyball match from an evaluative perspective, try to be more than a passive spectator and open up your view during play.

- Instead of tracking the flight of the ball when it's contacted, shift your eyes ahead of the ball to identify who will likely make the next play and anticipate what the next action might be.
- When the first referee's whistle ends a rally:
 - First look at the second referee and line judges to see if they are signaling information to the first referee that may affect the outcome of the rally.
 - Watch the first referee's signal that indicates which team won the rally (arm extended toward the team).
 - The first referee's next signal tells you why the rally ended; the second referee will mimic that signal.



Volleyball Tip Sheet for Postseason NCAA Site Reps



- When the second referee's whistle ends a rally:
 - Watch the second referee signal the fault.
 - Note that the first referee will then signal to indicate which team won the rally; the second referee will mimic that signal.

First Referee (R1)

Although the R1 is the official in charge of administering the match, the R1 should seldom be noticed or remembered except for having managed the match well.

- The R1's role is to facilitate the match by imposing authority as little as possible unless needed.
- As a manager, the R1 should create a cohesive team environment to ensure that all members of the officiating crew are able to do their jobs.
- With precise and prompt decision-making, the R1 anticipates problems and resolves issues with minimal delay.
- The R1 should be in command and have everything under control without appearing to be overbearing.

Ball Handling

The R1 makes all ball handling calls with assistance from the second referee if a play is screened from the R1's vision.

- A player is allowed to handle the ball in various ways, but a player cannot have multiple contacts (except on their team's first contact). A ball can never be caught or thrown.
- When judging ball contact, the R1 must disregard unusual technique or body position and any spin on the ball. What happens before or after contact is not part of the decision. All that matters is the legality of the contact itself.
- If a player has prolonged contact with the ball at any time, it is a fault. The R1 signals by extending the arm toward the court with the palm facing up, then lifting the palm in an upward motion.
- A player making a team's first contact is allowed to have multiple contacts, but not prolonged contact (catch/throw).
- On a team's second or third contacts, a fault is called when a player's hands contact the ball separately. The R1 signals by holding up two fingers.
- Each R1 has an individual comfort level for judging ball handling. The first ball handling call establishes the standard for that match, and the R1 must try to apply that standard consistently throughout the entire match.

Serving

At the time of service, the R1 monitors the serving team for possible faults that can occur.

- After the R1 authorizes a service, the server has eight (8) seconds to contact the ball for service. If she does not serve within that time, it is a service fault. The R1 signals by holding up eight fingers.
- It is an illegal serve if the server steps on or over the end line (foot fault) while contacting the ball for a serve. The R1 points the index finger to the middle of the server's end line.
- The serving team may have some players stand close together in order to change positions right after the serve. The serving team cannot block the receiving team's view of the serve's flight. Blocking the view is ruled as a screen, indicated by the R1 with both hands raised to the side of the head with palms facing the court.

Second Referee (R2)

The R2 is constantly on the go to fulfill requests for substitutions and timeouts, monitor libero replacements and deal with coaches. All of these duties are performed when the ball is not in play. When there is action on the court, the R2 has an entirely different set of tasks.

- The R2 is responsible for checking overlaps on the receiving team, citing net and center line faults and providing assistance when the R1's vision may be blocked, particularly on ball handling decisions and balls contacting the floor during an attempted save.
- Of utmost importance is how the R2 engages with a coach about decisions made by other officials. It is imperative for the R2 to protect the R1 and line judges, using communication and people skills to calm and placate a coach.



Volleyball Tip Sheet for Postseason NCAA Site Reps



- R2s must keep coaches outside the substitution zone and draw the coach's attention away from the R1. The R2 can do this by lending a sympathetic ear and devising a calm response that diffuses the situation.
- A coach is allowed to question a call, but a good R2 will allow little discussion regarding judgment decisions. It is imperative that a coach not be allowed to continue engaging with either referee as a way to delay the match.

Line Judges (LJ)

Line judges have duties that are limited in scope, but their role cannot be taken lightly because they make critical judgment calls that may affect the outcome of the match. During rallies, the LJ should be mobile, agile and in a balanced stance, ready to react, move out of the way or get low for a better view. At the moment a decision is needed, the LJ must be stationary and use the flag to communicate with proper NCAA signals.

In Bounds and Out of Bounds

- The LJ's primary focus is judging whether a ball is in bounds or out of bounds, both on and above the court.
- In volleyball, the playing area extends beyond the court lines. When the ball passes over the net, it must cross between the two antennas at each end of the net. If the ball contacts an antenna or passes above or outside an antenna, it is an antenna fault. The LJ waves the flag overhead while pointing with the other hand at the antenna.
- There is one exception to the antenna fault if the officials have verified that the "pursuit rule" is in effect. When this is in effect and a team's block or first contact sends the ball above or outside the antenna toward the opponent's area, a player may pursue the ball by:
 - Running outside the sideline and past the net post to return the ball back to her team's side; or
 - Running under the net in the free zone to return the ball back to her team's side.
- The pursued ball must be returned outside or above the antenna, or it is ruled an antenna fault.

Touches

- At the end of a rally, line judges should signal in a convincing manner, indicating whether the ball was in, out, or touched before going out of bounds.
- At times, the LJ has the best vantage to see whether a ball was touched by a player before it went out of bounds.

Ball Contacting the Floor

To keep a ball in play as it is about to hit the floor, players often resort to diving toward the ball and placing a palm on the floor where the ball might land. Known as a pancake, the ball must land on the hand and no part of it may touch the floor.

- Line judges must be alert for attempted pancakes and move to get a clear view.
- If any part of the ball contacts the floor, the LJ signals immediately to the R1 by extending the flag toward the floor.
- There are times when the R2 has the best vantage to see a pancake. The R2 should step toward the court and signal the ball down. The R1 can accept the help and whistle, signal a point and then signal the ball in.

Libero

Teams may have a libero player who wears a jersey of a different color. This player is a defensive specialist who is not allowed to play in the front row.

- The libero is free to enter the court between rallies and replace any player in the back row, without authorization by the officials. The libero exchange is not a substitution.
- When the libero's position rotates to the front row, she must leave the court. The libero can only be replaced by the same player whom the libero replaced. If the wrong player replaces the libero, the team is assessed a delay sanction. The R1 displays a yellow card held against the wrist of the other hand if it is the team's first delay sanction of the set. The R1 displays a red card for subsequent delay sanctions within the set.
- The libero may serve in one position of the team's rotation for the player she has replaced.
- If the libero is in front of the three-meter line during a rally and uses finger action to play the ball, none of her teammates can attack the ball while it is higher than the top of the net. When this occurs, it is an illegal back-row



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attack. The R1 signals by raising an arm to head level with the palm facing the court, then rotates at the elbow to lower the hand with the palm facing downward.

Overlaps

Before each serve, the receiving team may place players in various locations for many strategic reasons. However, the R2 must ensure that the players are in legal positions at the time of service contact, which is dependent on their court positions relative to the teammates around them. The R2 can warn players or their coach if they are nearing an illegal formation. However, if the overlap is blatant, it should be called immediately.

The R1 is responsible for ensuring that the serving team players are in legal positions at the time of service contact, although faults by the serving team are rare.

Close Plays at the Net

After a player's contact, both referees must be especially alert if the ball enters the vertical plane of the net (the vertical plane extends all the way to the ceiling) because there are a number of possible faults that can occur in a very short time frame. Referees must assess the conditions of the play and be prepared to make the correct decision.

Many factors must be considered quickly in order to determine the legality of the play, including:

- Is the setter who is trying to save the ball a back-row player?
- Is the ball completely above the height of the net when it is contacted?
- Does the ball enter the vertical plane of the net, or is it completely on one team's side of the net?
- Was there simultaneous contact by opponents above the net?

Depending on how the R1 assesses the conditions above, the R1 can decide that:

- The play is legal; or
- An illegal attack, illegal block, or illegal reach-over occurred.

Four Hits

Referees must be alert when a player attacks the ball into the top of the net. With blockers reaching over the net, it can be difficult to determine whether the attack-hit contacted a blocker or just the net. If the attack-hit is the team's third contact, it is crucial for referees to see whether there was contact by a blocker.

- If the ball did not contact a blocker and only the net, the next contact by the attacking team is a fourth contact, which the R1 will rule as a fault.
- If the ball was contacted by a blocker and the ball returns to the attacker's side, the attacking team is entitled to three additional contacts and play continues.
- When a ball hits the top of the net and doesn't appear to be going over the net, an opponent contacting the ball by reaching over the net results in granting the attacking team three more contacts. When the opponent contacts the ball, the ball is deemed to have crossed the net.

Attack Line Faults

If a back-row player attacks the ball from above the height of the net, her feet cannot be on or over the three-meter attack line at the time she contacts the ball. If the player jumps during the attack-hit, her last point of contact on the court must be behind the attack line. After the attack-hit, the back-row player may land in front of the attack line.

- Both referees must pay close attention to the position of the back-row player's feet at the time of ball contact or when she jumps from the court.
- The R1 is the primary judge on whether the ball was above the height of the net when it was attacked.
- The R2 can provide another perspective from the blocking side of the net and discreetly signal the R1 if needed.
- If the back-row player attacks the ball above the net while on or over the attack line, it is ruled an illegal attack. Both referees are responsible for watching the attacker's take-off. The R2 should provide an informal signal to the R1 if the R2 views the attacker's foot on or over the attack line.



Volleyball Tip Sheet for Postseason NCAA Site Reps



Net Faults

When a player contacts any part of the net inside the antennas *while in the act of playing the ball*, it is a net fault.

- If a player is not playing the ball and contacts the net, the contact is not a fault and play continues.
- At times, the net might move during play and no whistle is blown. Most likely, either the ball hit the net or the referees judged that a player contacted the net after playing the ball or was not involved in playing the ball at all.
- If a player contacts the net outside the antenna, it is not a fault and play continues. However, a player cannot touch the antenna while in the act of playing the ball.
- The R2 has primary responsibility for calling net faults, although the R1 can also whistle net faults. The R2 signals a net fault by touching the side of the net, then displaying the uniform number of the player at fault to the R1.

Center Line Faults

A player encroachment under the net onto the opponent's court is judged with the following criteria:

- Hands and/or feet can encroach as long as some part of the hand/foot remains on or over the center line.
- If there is no concern about proximity or safety, a player can encroach into the opponent's court so long as a body part remains on the encroaching player's court.

The R2 is the primary official making this call and signals the fault by pointing an index finger to the center line.

Substitutions

The R2 administers substitution requests and communicates with the scorer to ensure that the correct player numbers are recorded. If there are substitution delays or illegal substitutions, the R2 is also responsible for administering the appropriate sanction. Starting players and substitutes must remain in their serving order positions.

- A team is allowed a maximum of 15 substitutions.
- When a team requests multiple substitutions, all incoming substitutes must be ready to enter the court, but can only enter the substitution zone one at a time.
- If the substitute is not prepared to enter, the substitution is denied. The team is issued a delay sanction.
- If a 16th substitution or an illegal substitution is requested, the substitution is denied and an improper request is assessed without penalty. If the R2 blows the whistle to recognize the substitution, the substitution is denied and the team is issued a delay sanction.

Sanctions

Referees must employ diplomatic skills and, when necessary, sanctions, to control the behavior of coaches and players.

- Tactics can start with a whistle or verbal warning and escalate as necessary.
- If misconduct worsens, referees must issue a sanction (card) to the offender.
- The level of the sanction should be appropriate to the degree of the offense. The R1's options are:

Behavior	Sanction
Minor misconduct	Warning (Yellow Card)
Rude conduct	A point is awarded to opponents (Red Card)
Extremely offensive conduct	A point is awarded to opponents and disqualification of the offender (Red and Yellow Cards. The disqualified member must leave the team and spectator area and is not allowed to participate in the remainder of the current match or the subsequent match.)

- In addition, the R1 must also consider how many times the offender engaged in misconduct during the set. Each occurrence should warrant a more severe sanction. Sanctions do not carry over from set to set.
- As an observer, you can review a situation and determine whether it was handled appropriately by considering:
 - What caused the misconduct?
 - Should a sanction have been issued earlier?
 - Could the referees have prevented the misconduct from escalating?

Appendix H • Officials Evaluation Form



NCAA Women's Volleyball Championship Officials Coaches' Evaluation

Date: _____ Site: _____ Team: _____ Coach: _____

Using the scale provided below, please circle the appropriate rating for each section. Comments are welcome in any area, but a rating of 1 should include a comment.

Rating Scale: 1 – Needs Improvement 2 – Displayed Competence 3 - Excelled

First Referee:		Second Referee:		
PROFESSIONALISM	Rating: 1 2 3	PROFESSIONALISM	Rating: 1 2 3	
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	COMMUNICATION	Rating: 1 2 3	
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	CONSISTENCY	Rating: 1 2 3	
Displayed knowledge of the rules and applied them throughout the match; ball handling – including 1 st and 3 rd team contacts, as well as sets, dumps, block recoveries, etc.	Comments:	Displayed knowledge of the rules and applied them throughout the match in regard to net violations, center line violations, rotational faults, etc.	Comments:	
MATCH CONTROL	Rating: 1 2 3	MATCH CONTROL	Rating: 1 2 3	
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 play?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would you recommend that this official be considered for the next round of play?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Would you recommend that the line judge on the bench side be considered for the next round?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would you recommend that the line judge on the first referee's side be considered for the next round?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Appendix I • Match Timing Sheet



2019 NCAA Division III Women's Volleyball Championship Match Timing Sheet

Game Clock

41:00	Court available for shared warm-up
30:00	Coin toss
19:00	Visiting team court
15:00	Home team court
11:00	Visiting team court
6:00	Home team court
1:00	Team huddle/announcements

Match Time	Line-up
	- First referee, second referee, alternate referee, scorer, libero tracker, line judges, team farthest from the net (captains first) and other team (captains first)
	March (with music)
	National anthem (first match of the day only)
	Introductions of student-athletes, coaches and officials
	Team captains, then teams come to the net and shake hands on the referee's signal
	Floor is cleared with starters immediately returning to the floor
	Match begins

There will be a 45-minute warm-up period between matches.