2026 DIII
WOMEN'S VOLLEYBALL
CHAMPIONSHIP

SITE REPRESENTATIVE 2026-27 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 prechampionship manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials meeting before the start of preliminary-round competition.

Please note: A "Site Rep 101" teleconference will be conducted 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**:

- Prechampionship 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 prechampionship manual and host operations manual;
- Conduct the administrative meeting in conjunction with the championship;
- Conduct a prechampionship 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

Victoria Lipscomb
Assistant Director, Championships and Alliances
P.O. Box 6222
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2026-27 NCAA DIVISION III WOMEN'S VOLLEYBALL COMMITTEE

The list of current committee members may be accessed **here**.

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

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

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

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

Section 3•3 Neutrality

Site representatives are representing the NCAA and should be neutral in this role. 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

Notification of Selection of Site Representative and Assistant Site Representative	Sunday-Monday, Nov. 15-16
Hosts/Site Representatives Videoconference	Monday, Nov. 16, 10 a.m. Eastern time
Women's Volleyball Selection Show	Monday, Nov. 16, 1 p.m. Eastern time
Regional Participant Videoconferences	Monday, Nov. 16, 4 p.m. local time
Site Representative Arrival at Regional Site	Wednesday, Nov. 18
Regional Tournaments	Thursday-Saturday, Nov. 19-21

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.
  - Prechampionship 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 1 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 4 p.m. local 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) 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 experienced scorer's table and event operations staff (libero tracker, scorekeeper, PA announcer, clock/scoreboard operator, ball rotation crew, music coordinator, etc.)
- 10 a.m. Eastern time – Participate on the videoconference 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).
- 4 p.m. local time – Conduct regional participant videoconference with regional host.

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.)
- 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 (participant medallions and regional champion trophy).
  - Student-athlete and officials patches.
  - NCAA Division III congratulation cards.
- 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) 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 Hudl within three hours of the conclusion of the match.
- Towels, water bottles, coolers and other soft drinks. Sideline product is BodyArmor/Dasani only. Teams may drink other products (e.g., BodyArmor) from 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 music and provides adapters for iPhone/Android.
- 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.
- Ensure the head official knows media timeouts will be utilized.
- 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.).
- 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. *(NOTE: Effective as of 2019, coaches may submit a new roster each day and may change which 17 student-athletes are in uniform each day.)*
- 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 on the awards form) 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.) After 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.

- Work with head coaches to have the officials' evaluation form completed.
- 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.
- 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 nonadvancing 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 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 utilizing the box link for the championship banquet video.

BEFORE LEAVING SITE

- 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).

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) 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).

After 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**

NCAA TRAVEL GROUP

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

Section 7 • NCAA Administrative Guidelines

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

Section 7•1 Logo Policy

An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, 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.

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.

Appendixes

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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 RefQuest. The tournament director should collect and submit Appendix C from the site rep manual the Monday after 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 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 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 40 minutes of warm-up for the participants in the next match.

HELPFUL TIPS

- Bring a copy of the official's fees chart (Appendix C in the site rep 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 permits all rostered student-athletes, and the official travel party is 22.
- Teams are permitted to practice with more than 17 student-athletes. All rostered student-athlete may be in uniform not to exceed the bench size maximum.
- 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.
- Call or text the committee chair or the championship manager with any questions.

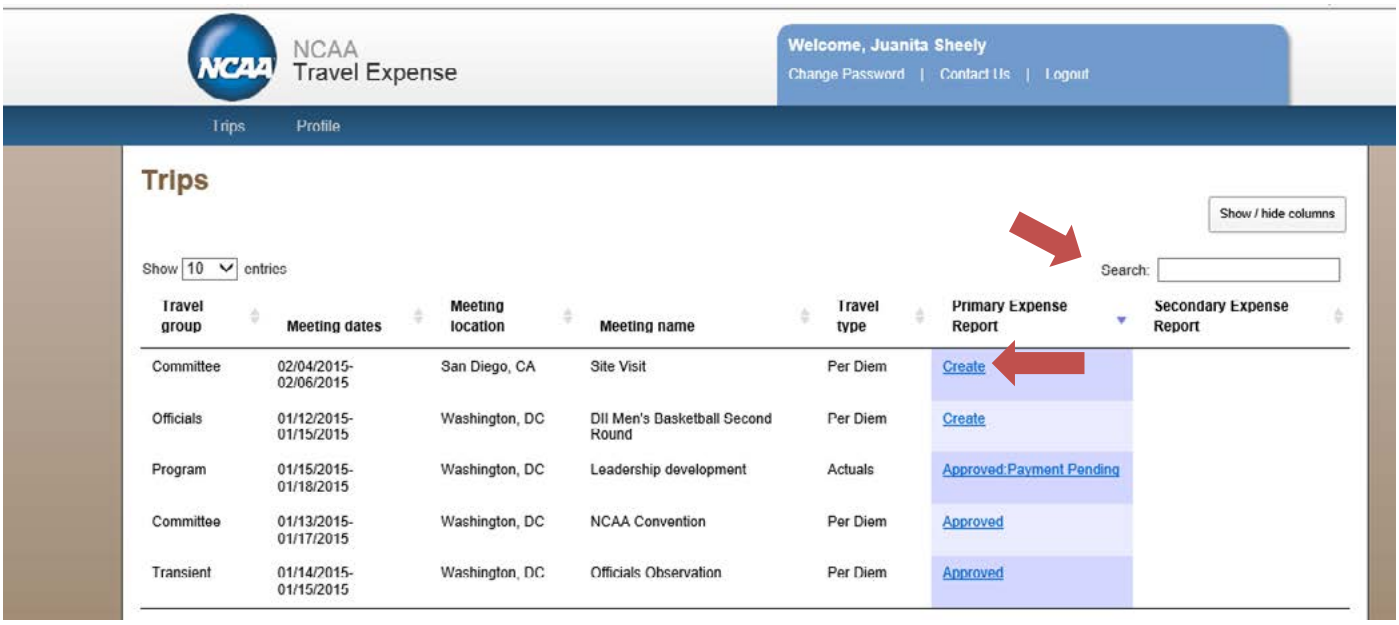
Appendix B • Travel Expense System – Traveler User Guide

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

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

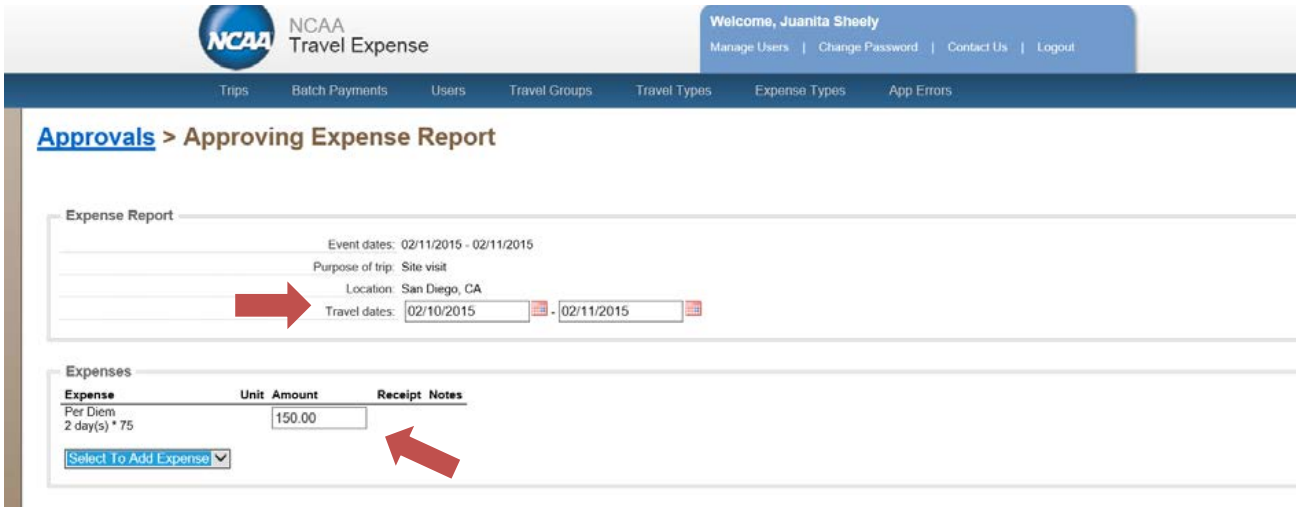
3. Once you have received your email, follow the instructions to access the system and log in. On the home screen, you will see a list of all expense reports you are authorized for, as well as those already filed. Click on the column headers to sort the list as you prefer or use the Search box to locate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

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



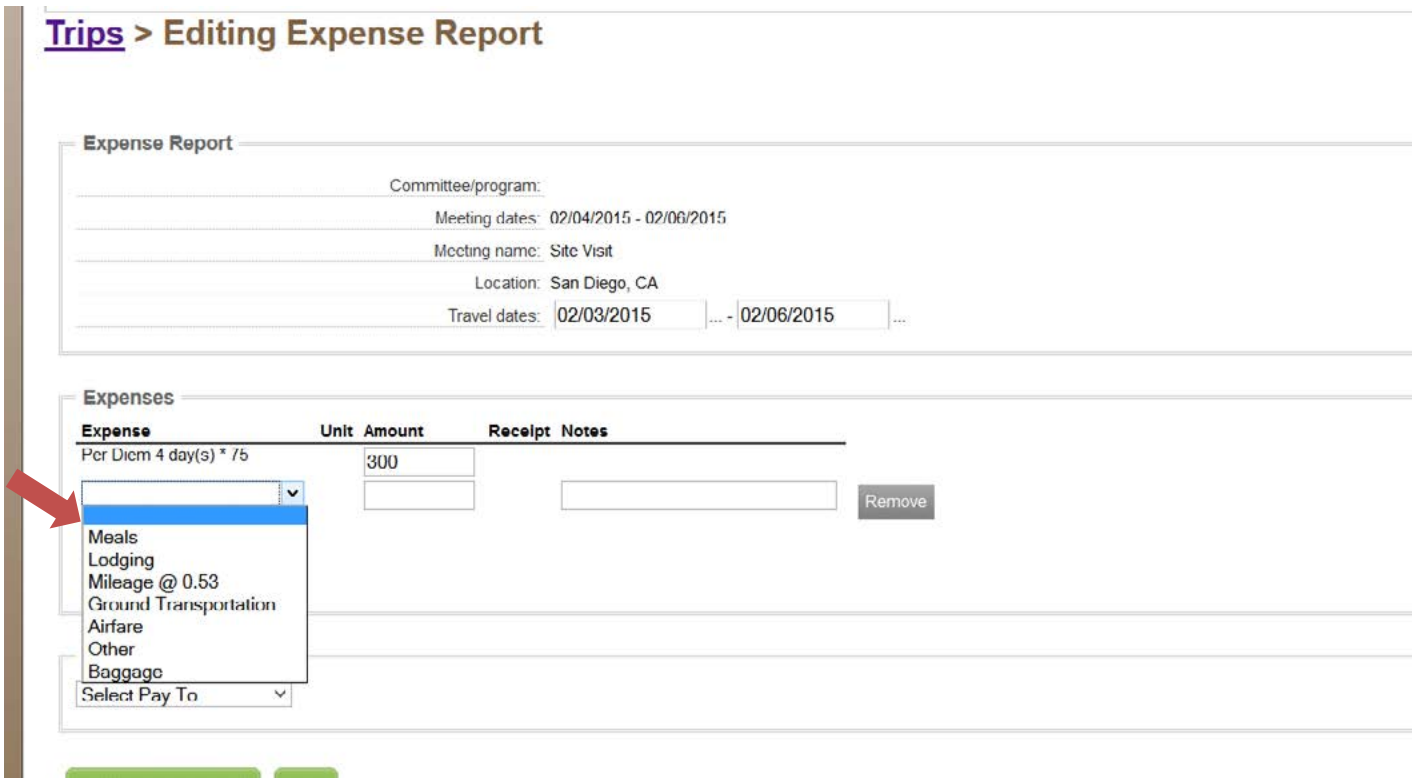
5. First enter your travel dates. You can type the dates in or use the calendar icons to select them.

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

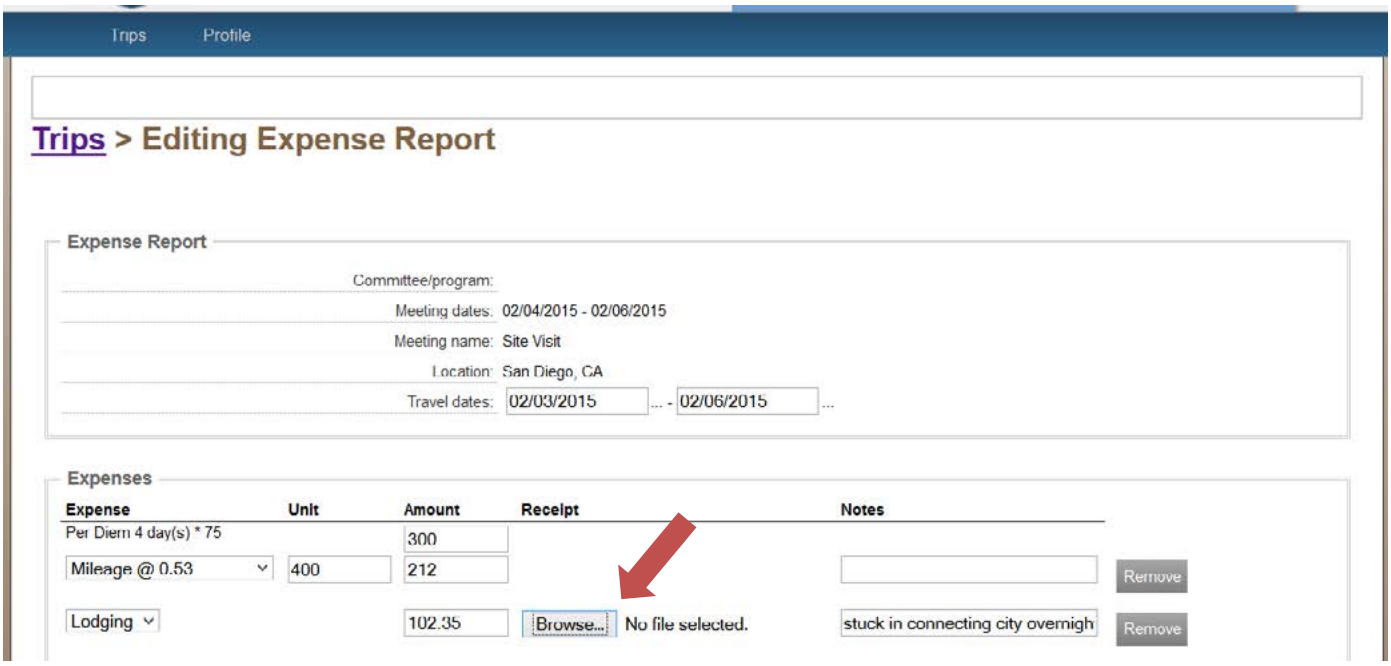


7. If you have other expenses to claim, click the Select to Add Expense drop-down menu, and choose the expense type from the drop down menu. Note, if per diem is paid, the NCAA does not reimburse items such as meals, parking, lodging, ground transportation, tolls, etc., except in extraordinary circumstances.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

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

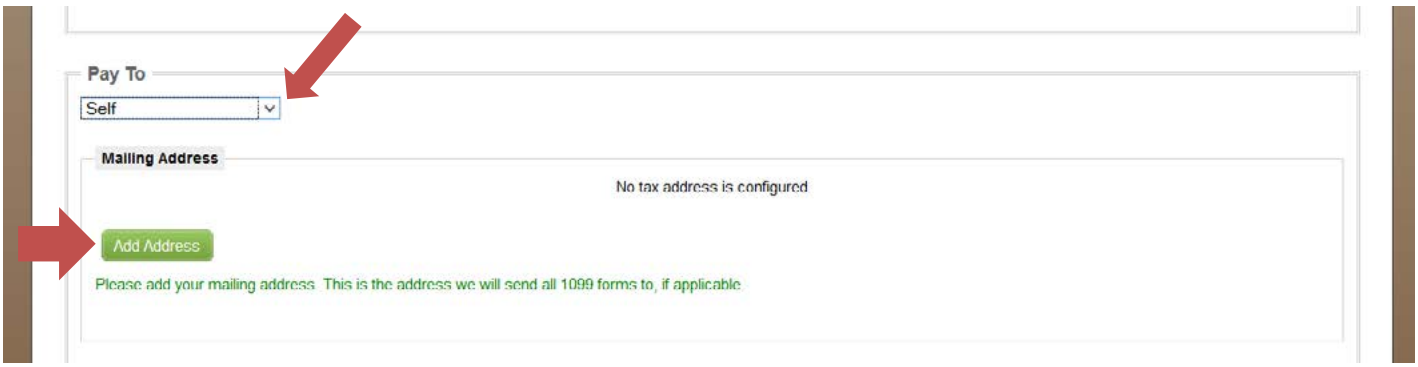


8. Some expenses will require you to submit receipts. When required, the Receipt field will be populated. To submit, simply click the Browse button and attach the appropriate file from your computer. The system can only accept pdf files.

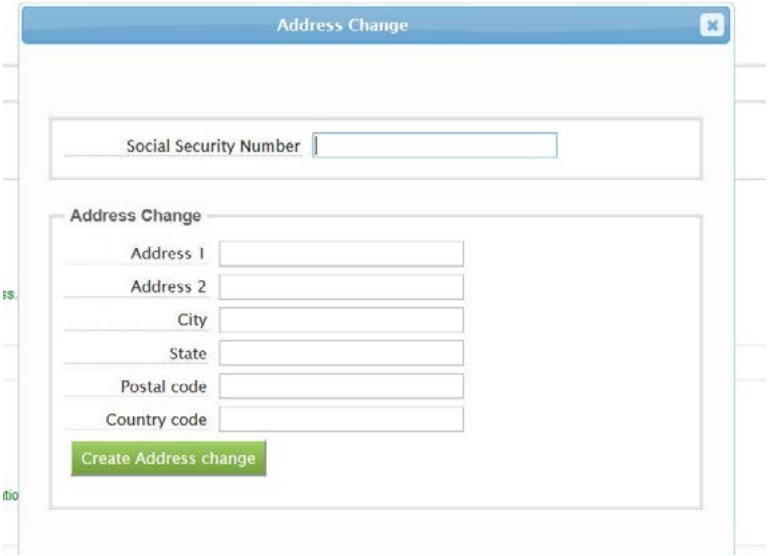


9. Once all expenses are entered, choose who payment should be made to. You can choose yourself, or your institution, conference or business.

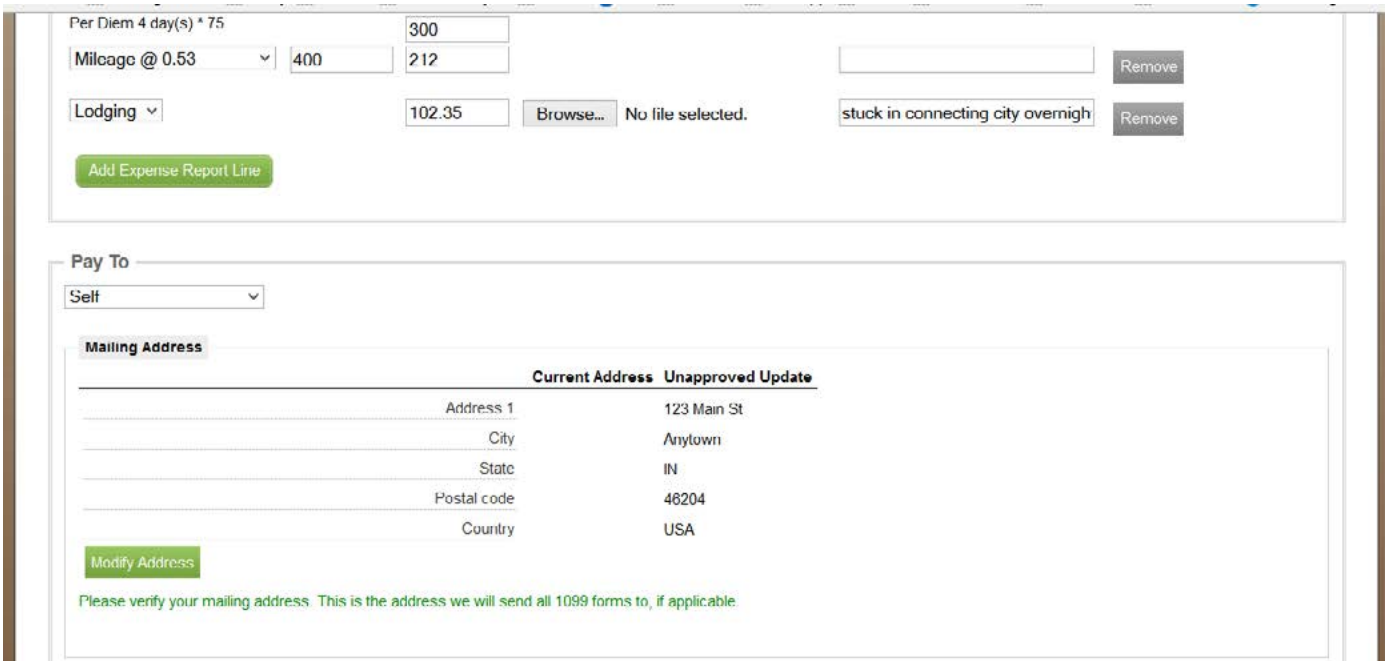
   To choose yourself, select Self from the drop-down menu. If the system does not have a record of paying you previously, you will need to add your address by clicking the Add Address button.



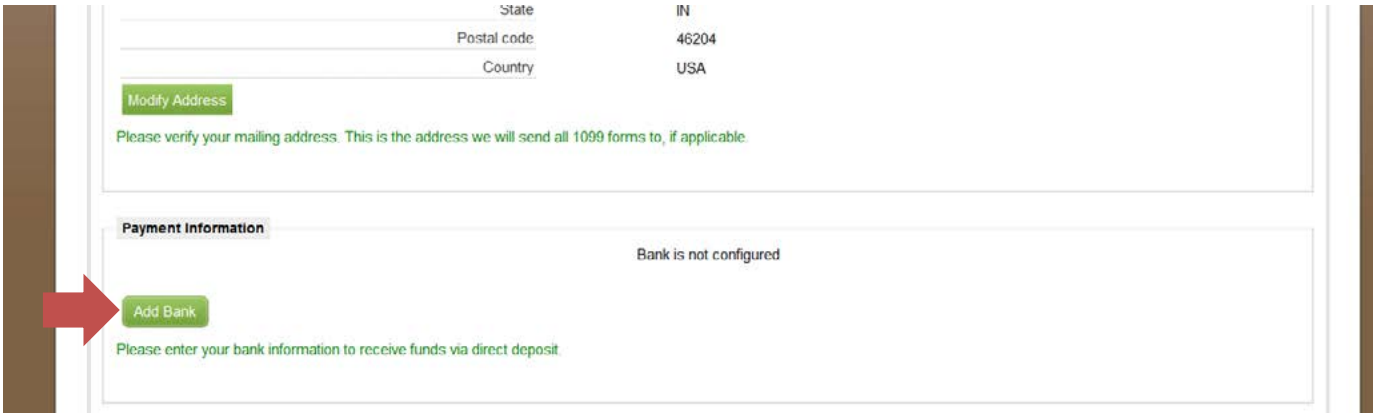
10. On the address screen, enter your Social Security Number and current mailing address in the fields provided. When complete, click Create Address change to be taken back to the expense entry screen.

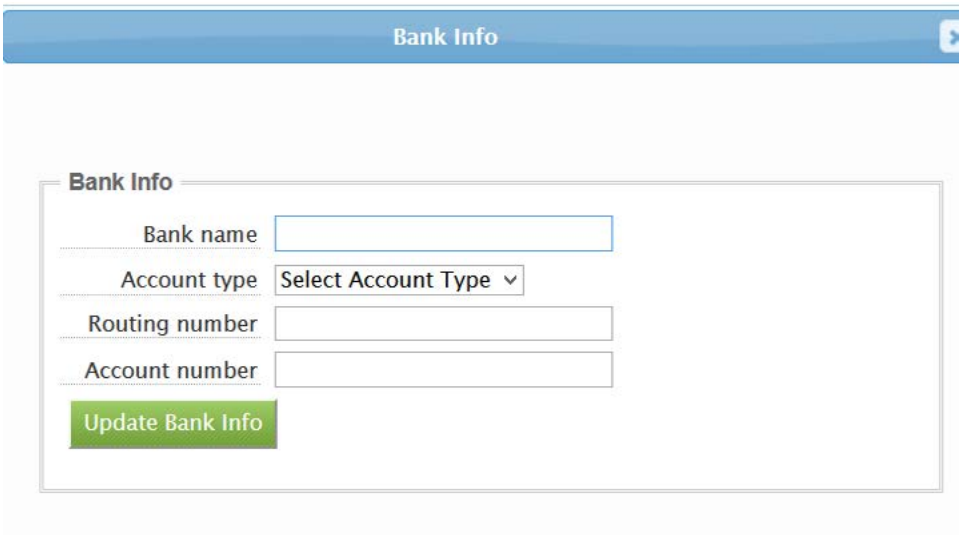


If the system indicates you have been paid by the NCAA previously, the address we currently have on file for you will be shown. Please be sure that address is correct or enter any changes by clicking Modify Address.

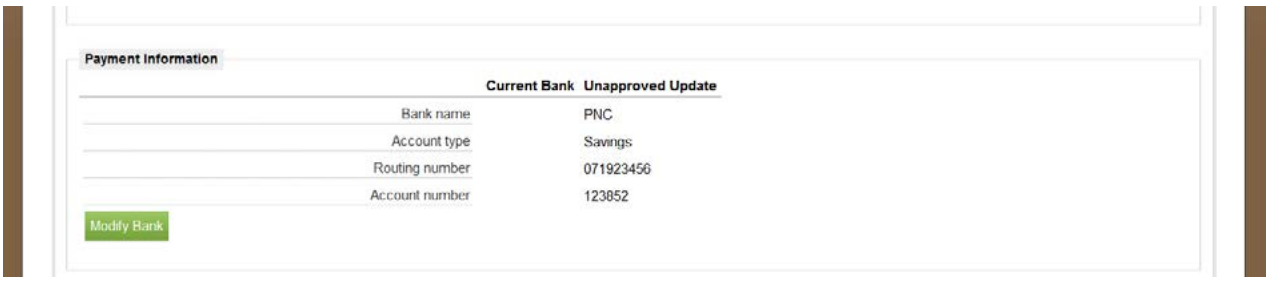


11. Finally, if the payment is being made to you, we will need your bank information in order to pay you by electronic funds transfer, or direct deposit. As with your address, if the system does not have your information on file, you will need to click Add Bank and complete the required fields. Once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



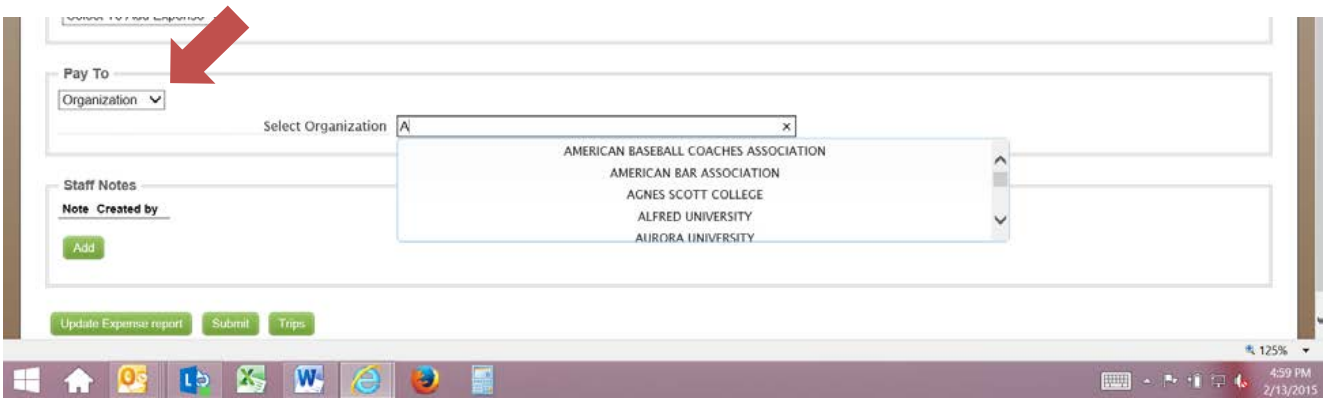


If the system indicates you have been paid by the NCAA previously, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking Modify Bank.



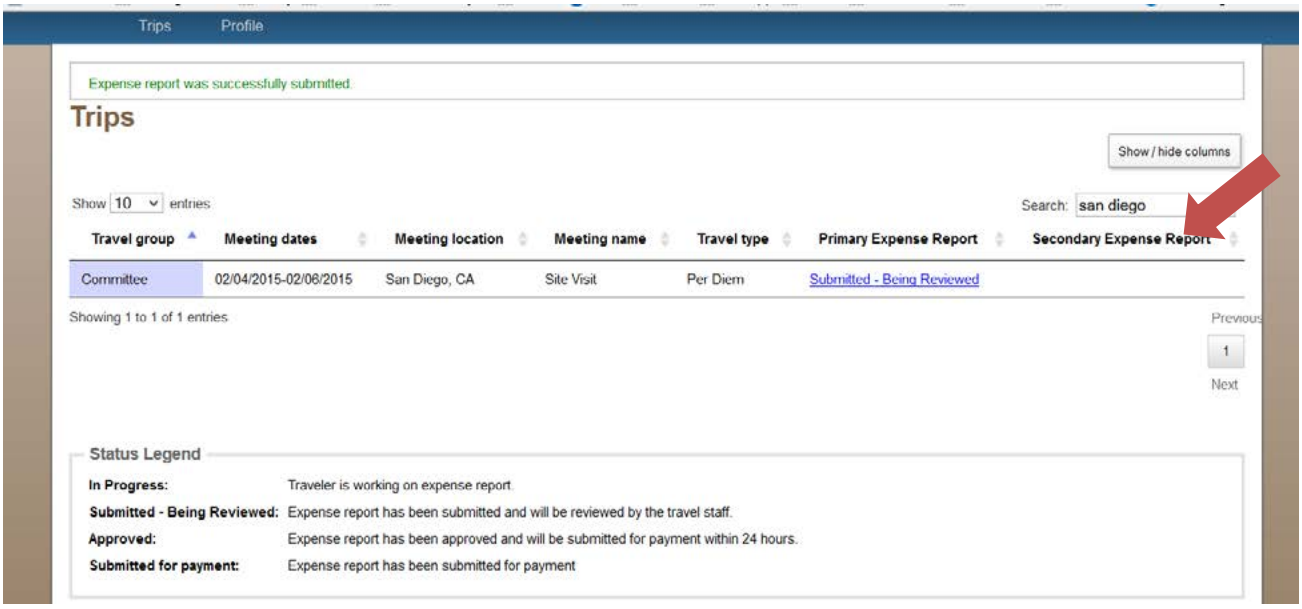
12. Once all expense, address and bank information is complete, click Submit to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.

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



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

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



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

Appendix C • Officials Rotation and Fee Schedule

2026 NCAA Division III Women's Volleyball Championship

OFFICIALS ROTATION & FEE SCHEDULE

HOST: _____

Please complete and return this form to Jonathan Youngblood (jyoungblood@ncaa.org) by Monday, November 23.

Day	Round	R1	R2	ALT	OFF	Scorer	Assistant Scorer	Line Judge	Line Judge	Line Judge	Line Judge
Day 1	1st QF										
	2nd QF										
	3rd QF										
	4th QF										
Day 2	1st Semi										
	2nd Semi										
Day 3	Final										
Pay scale: HOST IS RESPONSIBLE FOR PAYING SCORER AND ASSISTANT SCORER. NCAA IS RESPONSIBLE FOR PAYING REFEREES AND LINE JUDGES.		$45/day per diem (incl. travel day) + $620 Flat (Regionals)				$85 / match	$85 / match	$100 / match	$100 / match	$100 / match	$100 / match

Officials rotations schedule for day 1: **R1 to OFF/ OFF to R2/ R2 to ALT**
After evaluation, different pairings may be assigned for days 2 and 3.

Line Judges: No consecutive matches on the same day.

Appendix D • 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	• 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	• Did each official perform their job efficiently? • Did they promote a consistent tempo? • Were problems and unavoidable interruptions handled quickly?
Anticipation	• 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	• 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	• Were officiating signals crisp, clear and convincing? • Were the referees' decisions correct and confident?
Teamwork	• 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	• 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.
- Less severe judgement is applied to a contact by a player who makes a challenging or spectacular play. Mishandled balls resulting in a blatant fault should still be called, regardless of the challenging or spectacular nature of the play.
- 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.
- Potentially, screens exist when a group of two or more teammates stand in close proximity and the ball is served over them. The factors to be weighed when judging whether a screen has been committed are:
  - Relative positions of the players on the serving team;
  - Path of the serve;
  - Speed of the serve; and
  - Trajectory of the serve.

Volleyball Tip Sheet for Postseason NCAA Site Reps

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.
- 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.
- When the ball is out of play, only the head coach from each team may address the referees for the purpose of quickly clarifying an non-judgmental rule or requesting a challenge. Any coach may confirm the number of timeouts or substitutions their team has used, request a substitution, lineup check or timeout. 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.

Service Fault

- At the moment the server contacts the ball for service, the server cannot be touching the court or the end line. Line judges are responsible for judging whether a server has contacted the court or the end line at the moment of service. To judge the legality of a jump server, watch for the last contact point the server has with the floor prior to the jump. If the server's takeoff point contacts the court or end line, a foot fault has occurred. The server can land anywhere, even on the court, provided the server jumps from a legal position in the service zone and behind the end line. Line judges are only responsible for foot faults for the team on their side of the court.
- The service zone includes the area behind the entire length of the end line. If a server takes a position within 4 to 5 feet of the sideline near the line judge, the line judge must move to ensure they are not obstructing the server's position or view. The line judge must move to a position a step or two away from the court on the imaginary extension of the end line, just far enough to ensure they are not a distraction to the server. As soon as the server contacts the ball and moves into the court, the line judge should quickly return to their base position and be prepared to make a call on their antenna or sideline if needed.

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.

Volleyball Tip Sheet for Postseason NCAA Site Reps

- 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 and the R2 corrects the replacement. 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.
- In one rotation, the libero may replace the player in position No. 1 to serve.
- 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 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 followed by pointed at the libero with an open hand.

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?
- Is the back-row player reaching higher than the top of the net?
- 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.

Volleyball Tip Sheet for Postseason NCAA Site Reps

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 with the assistance from the R2.
- 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, at takeoff the player's feet cannot touch or cross the three-meter attack line or its indefinite extension. 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 takeoff.
- 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 after taking off from the attack line or in front of 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 stepping to the fault side and motioning towards the net with an open hand toward 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.

Volleyball Tip Sheet for Postseason NCAA Site Reps

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 • Minor unsporting behavior • Repeatedly addressing officials about decisions • Displaying frustration • Attempts to influence calls • Attempts to intimidate opponent • Disruptive coaching	Warning (Yellow Card)
Rude conduct • Profanity • Deliberate interference with opponent • Demonstrative display of unsporting conduct • Illegal use of electronic aids	A point is awarded to opponents (Red Card)
Extremely offensive conduct • Obscene or insulting words or gestures • Aggression	A point is awarded to opponents and disqualification of the offender (Red and Yellow Cards held apart. 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 team's entire next 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 E • Officials Evaluation Form

NCAA Division III Women's Volleyball Championship Officials Evaluation

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

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

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

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

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

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

Appendix F • Match Timing Sheet

2026 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 40-minute warm-up period between matches.

Media Timeout Regionals:

- Occurs in each set when the first team has scored 15 points (8 points in the 5th set) unless a team timeout has occurred prior to that point.
- Media & team timeouts: 90 seconds.
- Each team is entitled to a maximum two timeouts per set.