



2019 DIVISION III
WRESTLING
CHAMPIONSHIPS

SITE REPRESENTATIVE
2018-19 MANUAL

Division III Wrestling

Contents

Section 1 • Introduction	2
Section 1•1 Overview	2
Section 1•2 Responsibilities of Site Representatives	2
Section 2 • Contact Information	3
Section 2•1 NCAA Staff and National Committee	3
Section 3 • Selection and Overview	4
Section 3•1 Conflict of Interest	4
Section 3•2 Neutrality	4
Section 3•3 Evaluations	4
Section 4 • Responsibilities	5
Section 5 • Travel, Lodging and Expense Reimbursement	6
Section 5•1 Travel	6
Section 5•2 Lodging	6
Section 5•3 Expense Reimbursement	6
Section 5•4 Team Transportation Contact Numbers	6
Section 6 • NCAA Administrative Guidelines	7
Section 6•1 Logo Policy	7
Section 6•2 Misconduct Statement	7
Section 6•3 Use of Tobacco Products	7
Section 6•4 Drug Testing Statement	7
Appendix A • 2019 Timeline	11
Appendix B • Pre-Seeding Procedures	13
Appendix C • Travel Expense System – Traveler User Guide	15

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 Wrestling Championships.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division III Wrestling 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-championships manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials meeting before the start of preliminary-round competition.

Please note: A teleconference will be conducted at 2 p.m. Eastern time, Thursday, Feb. 14, for all committee members 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](http://www.ncaa.org):

- Pre-championships manual <http://www.ncaa.org/championships/division-iii-wrestling>
- Host operations manual <http://www.ncaa.org/championships/division-iii-wrestling>

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

If you have any questions or concerns, please contact the NCAA staff or the Division III Wrestling Committee chair.

On behalf of the NCAA and the Division III Wrestling Committee, thank you for your time and efforts.

Section 1•2 Responsibilities of Site Representatives

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

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

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

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Central College
Box 6600 - 812 University
Pella, IA 50219
Ph: 641-780-9707
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Term Expires: September 2020

Roger W. Crebs

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Lycoming College
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Eric Walker

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Elizabethtown, Pennsylvania 17022
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Section 3 • Selection and Overview

Section 3•1 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•2 Neutrality

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

Section 3•3 Evaluations

SITE REPRESENTATIVE FEEDBACK

In order to learn more of your experience, we would like to ask for your help in providing feedback. Your responses will be held in confidence and used only to enhance the championship in the future. The survey should take less than five minutes to complete. NCAA staff will send you a link to an online evaluation after the championship.

CHAMPIONSHIP SITE EVALUATION

In an effort to continually improve our training of site representatives, we also will have the tournament directors complete an evaluation. It will be sent to the tournament directors as an electronic link after the championship match.

Section 4 • Responsibilities

NO LATER THAN TUESDAY BEFORE COMPETITION

- Contact tournament director.
- Confirm pre-seed meeting time for call with teams and host (date and time).
- Confirm hotel accommodations for team(s) and officials, if needed.
- Confirm your arrival time and hotel accommodations, if needed.
- Confirm time and location of administrative and officials meeting.
- Confirm start and practice times.
- Ensure host medical staff are prepared to be at practices.
- Check with host on the following shipments: NCAA signage, merchandise.

NO LATER THAN WEDNESDAY BEFORE COMPETITION

- Check with tournament director to determine if he/she has questions.
- Check with visiting teams' administrators to be sure they are set and have no issues with travel.

DAY OF PRACTICE – THURSDAY OR FRIDAY

- Perform a facility walk-through.
- Monitor practices.
- Meet with tournament director to discuss the following: Entrances (public, teams, officials, staff) and credentials (Student-athlete, coach, administrator's pass list).
- Oversee pre-seed meeting

DAY OF COMPETITION

- Arrive at site to monitor weigh-ins. Remain available to monitor and supervise all aspects of the championship as indicated in the site representative and host operations manuals.
- Greet officials.
- Check squad sizes – Only individuals competing may warm up.

BEFORE THE END OF MATCH

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

END OF MATCH

- At end of match, make sure officials are safely off the floor.
- Observe student-athletes and coaches shaking hands and leaving the floor.
- If a misconduct occurs, please contact the NCAA championship administrator and submit the misconduct form.
- Attend media interviews and be sure cooling-off period occurs.
- Check in with drug testing to see that there are no issues, if applicable.

BEFORE LEAVING SITE

- Obtain a final copy of stats sheets and remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of, and remind him/her to complete surveys.
- Call/email NCAA national office with quick report.

WITHIN 48 HOURS AFTER MATCH

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

Section 5 • Travel, Lodging and Expense Reimbursement

Section 5•1 Travel

All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage for up to 500 miles to the host site.

Section 5•2 Lodging

The host institution will be responsible for providing hotel accommodations as needed. It is the responsibility of the site representative to inform the tournament director if a hotel room will be needed. Room and tax will be billed to the host institution. All other incidentals will be the responsibility of the site representative.

Section 5•3 Expense Reimbursement

All site representatives will receive a \$75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem.

For reimbursement instructions, see [Appendix C](#).

Section 5•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	ncaachampstvl@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

Section 6 • NCAA Administrative Guidelines

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

Section 6•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 6•2 Misconduct Statement

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

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

Section 6•3 Use of Tobacco Products

[Reference: Bylaw 11.1.5 in the NCAA Divisions I, II and III Manuals, Bylaw 17.1.8 in the NCAA Division I Manual, Bylaw 17.1.9 in the NCAA Division II Manual and Bylaw 17.6.3 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 6•4 Drug Testing Statement

Note: This statement MUST be read at every administrative meeting.

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

FREQUENTLY ASKED QUESTIONS FOR COACHES

Please review this section for questions that may arise regarding drug testing.

Q. Where is the drug-testing facility for this championship?

- A. Check with the tournament manager, drug-testing site coordinator or the NCAA championship staff member for specific location.

Q. How long does drug testing take?

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

Q. What is an institutional representative?

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

- 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 by the student-athlete that he/she will be proceeding to drug testing. On some occasions, an institutional representative must certify the identity of the student-athlete at the drug-testing site.

Q. When is the institution notified of drug testing?

- A. **For Team Championships:** An institutional representative from each team will be notified no sooner than two hours before the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.

- A. **For Individual/Team Championships:** Only the student-athlete is notified of his/her selection for drug testing. The student-athlete is then responsible for notifying an institutional representative of his/her selection.

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

- A. **For Team Championships:** Immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who have been selected for drug testing.

- A. **For Individual/Team Championships:** An official drug-testing courier will notify student-athletes of their selection for drug testing, usually on completion of the student-athlete's event, session or day of competition. The student-athlete then informs an institutional representative from his/her institution before proceeding to the drug-testing site.

- A. **For All Cases:** At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

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

- A. **For Team Championships:** Within one hour after the student-athlete has been notified.

- A. **For Individual/Team Championships:** The official drug-testing courier will provide the student-athlete with specific instructions as to when to report to drug testing.

A. For All Cases:

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

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

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

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

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

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

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

- A.** The NCAA's late-night drug-testing policy only pertains to team championships.
- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later, local time.
 - The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before 10 a.m., local time, the next day.
 - An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.

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

- A. For 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.

Appendixes

Contents

Appendix A • 2019 Timeline.....	11
Appendix B • Pre-Seeding Procedures.....	13
Appendix C • Travel Expense System – Traveler User Guide.....	15

Appendix A • 2019 Timeline



2019 DIVISION III WRESTLING REGIONAL AND CHAMPIONSHIPS TIMELINE

- Monday, Feb. 4** Send out pre-seeding procedures to membership and post on NCAA.org and NWCA/Trackwrestling OPC website.
- Wednesday, Feb. 6** Email from Trackwrestling outlining regional tournament entry process sent to institutions.
- Monday, Feb. 18**
- 2 p.m. Eastern time** The entry deadline for starting lineups into Track Wrestling. Individuals entered by this deadline will be verified and seeded for the regionals at the pre-seed meeting.
- 2:01 p.m. Eastern time** Additional adjustments or replacements to lineups are permitted; however, those individuals will not be seeded. Those additional adjustments or replacements must be communicated through the host regional tournament director. **Deadline immediately before to each regional's respective seeding meeting.**
- 5 p.m. Eastern time** Instructions on how to access and complete the pre-seed selection process on the NWCA/Trackwrestling website will be sent to each head coach by the NWCA/Trackwrestling. The email will be generated out of the Trackwrestling team admin messaging system. All head wrestling coaches will be provided access to season record forms, head-to-head matches and wrestling comparisons.
- Wednesday, Feb. 20**
- 10 a.m. Eastern time** Pre-seed selection process will be completed electronically. Each regional host will be able to log in to their respective tournament and tabulate the pre-seed results.
- 2 p.m. Eastern time** Coaches, regional hosts and committee will be able to access the pre-seed results.
- Thursday or Friday, Feb. 21 or 22**
- Deadline** for unseeded adjustments or replacements to lineups immediately before to each regional's respective seeding meeting. Regional seeding meeting occurs the day before respective regional tournament begins.
- Two hours after seeding meeting** Regional brackets released.
- Friday and Saturday or Saturday and Sunday, Feb. 22 and Feb. 23 or Feb. 23 and 24**
- REGIONAL TOURNAMENTS
Send final results from regional to ncaa-editorial@turner.com and jpwilliams@ncaa.org.
- Monday, Feb. 25**
- Hotel reservations at headquarter hotel open for teams at 8 a.m. Eastern time, due through PlanningPoint. **Deadline is at noon Eastern time, Wednesday, Feb. 27.**
- 5 p.m. Eastern time** Championship seeding opens (Trackwrestling).

DIVISION III WRESTLING

NCAA Division III Wrestling Timeline

Page No. 2

Instructions on how to access and complete the national pre-seed selection process on the NWCA/Trackwrestling website will be sent to the pre-seeding committee by the NWCA/Trackwrestling. The email will be generated out of the Trackwrestling team administration messaging system. Pre-seeding committee will be provided access to season record forms, head-to-head matches and wrestling comparisons.

6 p.m. Eastern time Qualifying participants released on NCAA.com.

Tuesday, Feb. 26

12:30 p.m. Eastern time Committee call.

Friday, March 1

Noon Eastern time Seeding due from national pre-seed committee.

Saturday, March 2

Noon Eastern time Log in to respective tournaments available for the national office to tabulate the pre-seed results.

Sunday, March 3

2:30 p.m. Eastern time Committee call.

3 p.m. Eastern time Committee call with pre-seed committee.

Immediately after 3 p.m. call Committee call.

Monday, March 4

6 p.m. Eastern time Brackets released on NCAA.com.

Tuesday, March 5

Noon Eastern time Replacement deadline.

Wednesday, March 6

5-8 p.m. Eastern time Registration/practice.

Thursday, March 7

9 a.m.-2 p.m. Eastern time Registration.

9 a.m.-6 p.m. Eastern time Practice.

2 p.m. Eastern time Mandatory coaches meeting.

6-9 p.m. Eastern time mats closed – scales open.

**Friday-Saturday,
March 8-9**

Championships.

Appendix B • Pre-Seeding Procedures



NCAA DIII 2019 WRESTLING SEEDING PROCEDURES

The NCAA Division III Wrestling Committee has comprised the following procedure for use in seeding each regional tournament. The below system provides coaches with the tools and timeframe to research and vote for the best possible seeds at each weight class in their respective region. This is the same process for seeding wrestlers that the national seeding committee uses, which will provide for a consistent and efficient application throughout the championships.

Entries:

1. All entries for seeding are due by **2 p.m. Eastern time on Monday, Feb. 18**. By 5 p.m. Eastern time, all head wrestling coaches will be provided record sheets as well as links to the wrestling comparison and voting websites from the National Wrestling Coaches Association (NWCA).
2. Additional adjustments or replacements to lineups are permitted; however, those individuals will not be seeded. Those changes must be communicated through the host regional tournament director. **The deadline for all unseeded adjustments or replacements to lineups is immediately prior to each regional's respective seeding meeting.**

Regional Seeding:

1. Coaches will seed 8 wrestlers per regional. After the top 8 seeds wrestlers will be randomly drawn into the bracket.
2. Rankings will be completed electronically and must be done by **10 a.m. Eastern time, Wednesday, Feb. 20**. Instructions on how to access and complete the pre-seed selection process will be sent to each head coach by the NWCA. This list will be automatically tabulated and emailed to each head coach. Coaches and regional hosts will receive the seeding results by 2 p.m. Eastern time on Wednesday, Feb. 20.
3. Seeding protocol per NCAA Wrestling Rule 3.19 Seeding: Consideration for determining seeded wrestlers, but not necessarily in this order, is given to: (a) a contestant's won-loss record; (b) head-to-head competition; (c) common opponents; and (d) returning All-Americans.
4. All voting will be monitored, and results will be made public. The NCAA national committee, NCAA site representative, tournament director or NCAA championships staff will review, based on the applicable administrative policies, an incident that constitutes failure to adhere to policies and procedures or misconduct. Any situation that is deemed unethical will be reviewed by the committee and is subject to reprimand and/or fine.
5. The NWCA website assigns a point value that correlates to the wrestlers rank and calculates a total. (The highest and lowest rankings are thrown out for this calculation.) The program will then automatically calculate the seeds. These seeds will then be used by the coaches in the regional seeding meeting to determine final seeds.
6. The regional host institution will select a moderator to run the seeding meeting. This moderator's main duty is to facilitate the meeting in an orderly fashion and to make sure the rules that the NCAA committee has established for the seeding are followed.

NCAA DIII 2019 WRESTLING SEEDING PROCEDURES

October 18, 2018

Page No. 2

7. The seeding meeting will start with the 125-pound weight class and end with the heavyweight class. Only ONE coach per institution can talk and vote in the seeding meeting and it must be the same coach throughout the entire meeting. There will be discussion on seeds that are within 10 points of each other. Each coach has two minutes to state their case for their respected wrestler followed by 30 seconds for a rebuttal for that wrestler. Only wrestlers within 10 points can be discussed, and there must be compelling reasons to make a seeding change for a vote to be taken.

8. Any voting at the seeding meetings will be done by hand count.

Appendix C • 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, there is a navigation bar with the NCAA logo and 'NCAA Travel Expense' text. A user greeting 'Welcome, Juanita Sheely' is visible, along with links for 'Change Password', 'Contact Us', and 'Logout'. Below the header, there are tabs for 'Trips' and 'Profile'. The main content area is titled 'Trips' and includes a search box and a 'Show / hide columns' button. A table lists travel records with 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 record.

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.

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.

- 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		<input type="text"/> <input type="button" value="Remove"/>
Lodging		102.35	<input type="button" value="Browse..."/> No file selected.	stuck in connecting city overnight <input type="button" value="Remove"/>

- 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

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

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

The screenshot shows a window titled "Address Change" with a close button in the top right corner. Below the title bar is a "Social Security Number" input field. Underneath is a section titled "Address Change" containing several input fields: "Address 1", "Address 2", "City", "State", "Postal code", and "Country code". At the bottom of this section is a green button labeled "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.

The screenshot displays an "Expense Report" form. At the top, there are input fields for "Per Diem 4 day(s) * 75" (value: 300), "Mileage @ 0.53" (value: 400, sub-value: 212), and "Lodging" (value: 102.35). There are "Remove" buttons next to some fields and a "Browse..." button for a file upload. A green button "Add Expense Report Line" is at the bottom left of this section. Below is a "Pay To" dropdown menu set to "Self". The "Mailing Address" section contains a table comparing "Current Address" and "Unapproved Update".

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

At the bottom of the mailing address section is a green button "Modify Address" and a note: "Please verify your mailing address. This is the address we will send all 1099 forms to, if applicable".

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

State 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 [Select Account Type](#) ▾

Routing number

Account number

[Update Bank Info](#)

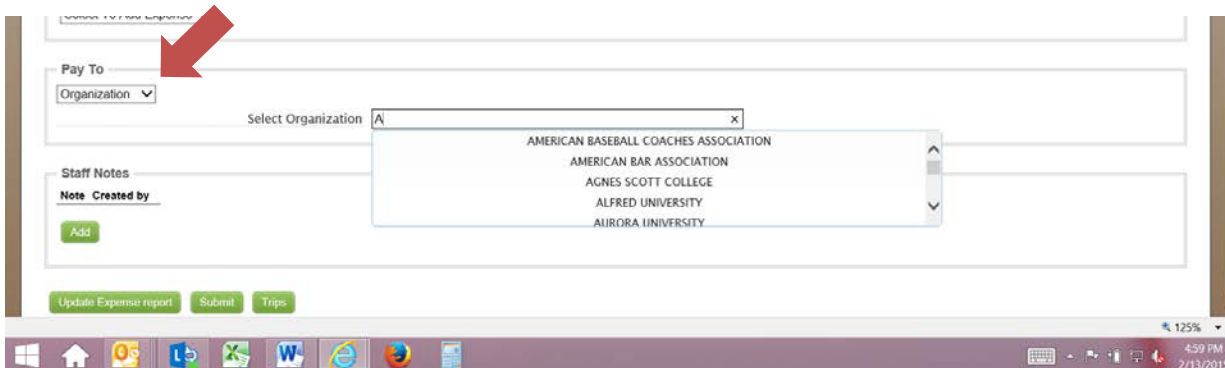
If the system indicates you have been paid by the NCAA previously, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking [Modify Bank](#).

Payment Information

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

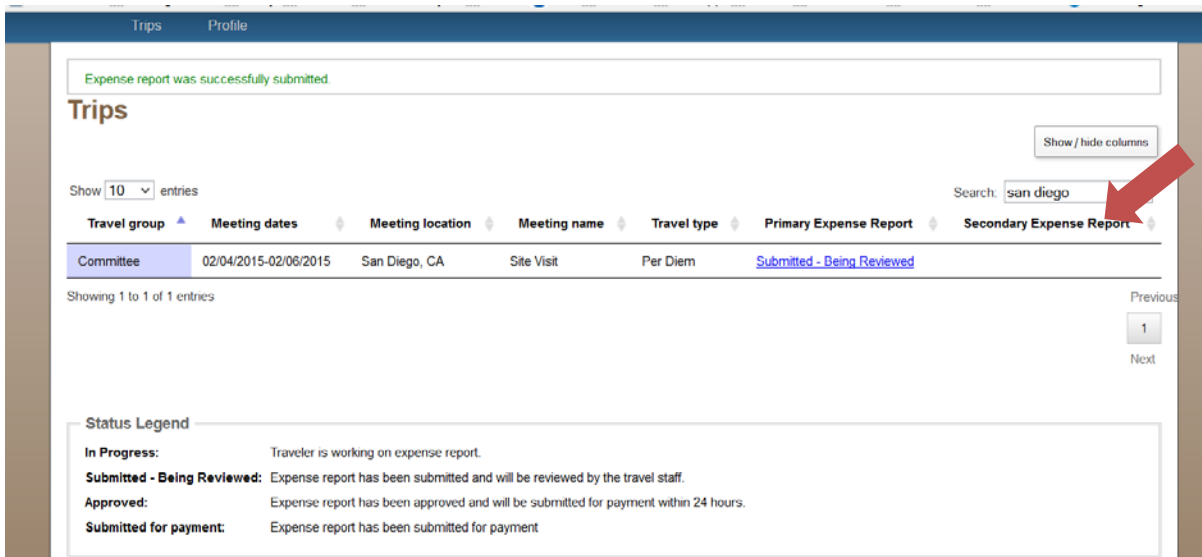
[Modify Bank](#)

- 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.
- 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.