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 rounds;
- To conduct championship competition according to the policies and procedures outlined in the pre-championships and host operations manuals;
- To conduct a pre-championship teleconference with teams, administrators and host;
- To conduct the tournament meeting in conjunction with the championship;
- 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.

TRAVEL/LODGING/EXPENSE REIMBURSEMENT

All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage (53 cents per mile round trip) for up to 500 miles to the host site. The host institution will be responsible for providing hotel accommodations. Please 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.

All site representatives will receive a $75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem. Once competition has been completed, please complete the electronic expense reimbursement form that will be emailed to each site representative.
## CONTACT INFORMATION

### 2017-18 NCAA DIVISION III MEN’S BASKETBALL COMMITTEE/STAFF:

<table>
<thead>
<tr>
<th>Region</th>
<th>Contact Person</th>
<th>Athletics Position</th>
<th>Institution</th>
<th>Address</th>
<th>Office</th>
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</thead>
<tbody>
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<td>651/245-8150</td>
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</tr>
</tbody>
</table>

**Alexander Mortillaro**, NCAA Coordinator of Men’s Basketball Championships  
Office: 317/917-6229 Cell: 317/760-0808 Email: amortillaro@ncaa.org

### TEAM TRANSPORTATION CONTACTS:

Short’s Travel Management: 866/655-9215; ncaalo@shortstravel.com  
Go Ground: 866/386-4951; www.gochampionships.com
CONFLICT OF INTEREST
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 obligation which he/she may have hereunder, and should recues 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.

NEUTRALITY
Site representatives are representing the NCAA and should be neutral. Site representatives should dress professionally and avoid clothing with institutional/conference affiliation.

CHAMPIONSHIP EVALUATION
Evaluations of the championship and host site by the hosts, site representatives, student-athletes, coaches and officials will be done after the championship via email and electronic link.
**CHAMPIONSHIP CHECKLIST**

**No Later Than Monday Prior to Competition**
- Contact tournament director.
- Confirm 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 game and practice times.
- Discuss neutrality.
- Discuss equipment to be received and equipment to be provided.
- Confirm date, time, and location of tournament and officials meetings.
- Security/safety plan.
- Ensure host medical staff is prepared to be at practices and game(s).
- Discuss locations of: media/interview areas, training room area, videotaping and photography areas, lead call with host and teams.

**No Later Than Thursday Prior to Competition**
Check with host on the following shipments:
- NCAA signage, game balls, merchandise from Event 1, programs, participant medallions.
- Review drug testing policies and procedures, if your site is chosen.
- Check with tournament director to see if they are set or have questions.
- Check in with teams' administrators. Reminder of the tournament meeting.

**Day of Practice**
- Arrive at host site a minimum of one hour prior to the first practice.
- Confirm entrances/pass lists/credentials- public, teams, officials, staff, media.
- Confirm ticket and program sales locations.
- Review pregame schedule.
- Check to be sure equipment and personnel are ready.
- Band/spirit squad/mascot procedures and locations, if applicable.
- Signage- all commercial signage must be removed or covered.
- Scoreboard- advertising covered or removed.
- Test all electronic equipment.
- Training room (make sure athletic trainer is available at all practices).
- Videotaping/photography areas.
- Scouting and non-participant seating.
- Game balls should be used during practice to scuff them up, if applicable.
- Review parking.
- Review tournament meeting agenda with tournament director. Make copies.
- Determine method for distribution of participant medallions in locker rooms.
- Confirm SID is prepared to report results at conclusion of competition.
- Review script with communications representative/PA.
- Lead tournament meeting and collect starting lineup forms.
- Review NCAA administrative policies in host operations manual.
**Day of Competition**

Arrive at site two hours prior to start of game. Remain available to monitor and supervise all aspects of the championship. Perform a facility walk-through and review:

- Signage is properly displayed and advertisements are covered.
- Press box/scorer's table/coaches’ booth is set and ready, if applicable.
- Check visiting locker room(s) for cleanliness and properly stocked with paper items.
- Ensure that sales locations for merchandise and programs (if applicable) are prepared.
- Check for inappropriate noisemakers.
- Test all electronic equipment.
- Greet officials and visiting team(s) as they arrive.
- Check squad sizes and bench limits.
- Be sure participant medallions are given to non-advancing teams.

**During Game**

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

**Halftime**

- Be sure that officials and teams are securely ushered on and off the court.
- Check at scorer's table and press box to be sure everything is running smoothly.
- Be near when both teams come back out from halftime to ensure that there are no issues.

**Prior to the End of Game**

- Be sure everyone is prepared for end of game security and media needs.

**End of Game**

- At end of game make sure officials are safely off of court.
- Observe players and coaches shaking hands and leaving court.
- If misconduct occurs, please contact Elisa Halpin 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.
- Stop by non-advancing team locker room and congratulate head coach for successful season.

**Before Leaving Site**

- Remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of.

**Within 48 Hours after Game**

- Receive an email from the NCAA that handles expenses.

**INCLEMENT WEATHER**

If weather conditions could alter the approved schedule, the site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.
Tournament Meeting Agenda

The NCAA representative will review the following items at the tournament meeting. **Note: This meeting is mandatory.** Participants include coaches, host institution personnel (tournament director, SID), games committee and other officials of competing teams.

- Introductions, congratulations.
- Identify games committee and their responsibilities.
- Review official squad size (15) and number of individuals on the bench (15 plus five non-uniformed personnel, 18 seats).
- Review uniform policy. Note that logo restrictions apply to practice and game apparel.
- Review the schedule of events and practice schedules.
- Live music has precedence. The home team is responsible for providing music.
- Review procedure for recording and DVD exchange.
- Review noisemaker policies.
- Distribute participants’ passes (if applicable) and review team seating.
- Review cheerleaders, bands, and banners policies.
- Review medical procedures.
- Review post-game media responsibilities (winning team goes first during first/second round games and Friday games during sectionals and semifinals).
- Review pre-game protocol. For double-header games, the clock will be set for 30 minutes between games after both benches and the floor are cleared. Teams will not be allowed onto the floor until the clock has started.
- Review player introductions and timing sequence.
- Review parking arrangements.
- Statistics/SID meeting to review procedures.
- Remind host SID of neutrality policy for PA announcer.
- Read NCAA drug testing and misconduct policies.
- **Media timeouts (second half-first timeout called by coach becomes media timeout).**
- Collect travel party roster forms.
Officials’ Meeting Agenda

The NCAA representative will review the following items at the officials’ meeting. **Note: This meeting is mandatory.** Participants include host institution personnel (tournament director, officials’ liaison) and officials.

- Introductions of officials and games committee.
- Review game times and assignments.
- Remind officials to avoid fraternizing with coaches and participants.
- Review officials’ uniform.
- Distribute NCAA patches.
- The NCAA representative will serve as liaison between officials and coaches.
- Review alternate official’s responsibilities (APPENDIX L - Host Ops Manual). It is suggested that individuals working at the scorers’ table attend the officials’ meeting.
- Review responsibilities of scorers, timers and ball chasers.
- **Media timeouts (second half-first timeout called by coach becomes media timeout).**
- Review officials’ fees and transportation/per diem reimbursements (ArbiterPay).

**NOTE:** Seating must be provided for officials not working. Also, do not include officials in social gatherings held in connection with championship competition.
NCAA Division III Men’s Basketball Championship
Misconduct Reporting Form

Date: ____________

Site: ____________________________

Individual(s) involved in alleged act of misconduct:

________________________________________ Institution: ____________________________

________________________________________ Institution: ____________________________

________________________________________ Institution: ____________________________

________________________________________ Institution: ____________________________

________________________________________ Institution: ____________________________

Date of alleged act of misconduct: ____________________________

Description of alleged act of misconduct. [Note: Include location, individuals involved, witnesses to act, alleged misconduct act.]

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Supporting documentation included: ☐ Yes ☐ No

Individual submitting report: ____________________________ Date: ____________________________

Send form to:
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NCAA
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Indianapolis, Indiana 46206-6222
Fax: 317/917-6827