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Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as an NCAA site representative at one of the regional-round sites of the Division II Men’s and Women’s Tennis Championships.

During the preliminary rounds of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division II Men’s and Women’s Tennis Committee. As such, NCAA site representatives are expected to conduct preliminary-round championships competition according to the policies and procedures outlined in this manual, the pre-championships manual and the host operations manual. NCAA site representatives are also responsible for conducting both the administrative meeting and officials meeting before the start of first- and second-round competition.

Please Note: A teleconference will be held at 11 a.m. Eastern time Wednesday, April 26, for all site representatives and NCAA staff to review duties and responsibilities listed in Section 5.1 of this manual.

In preparation for your role, please review and have on hand the following documents, which are located on NCAA.org at http://www.ncaa.org/championships/division-ii-mens-and-womens-tennis.

- Pre-championships manual.
- Host operations manual.

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

If you have any questions or concerns, please contact the NCAA staff or the committee chair.

On behalf of the NCAA and the NCAA Division II Men’s and Women’s Tennis 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 championships competition.
- To conduct championship competition according to the polices and procedure outlined in the pre-championships manual and host operations manual.
- To conduct the administrative and officials meetings in conjunction with the championships. [Appendixes A and B]
- To serve as a resource for visiting teams and tournament director.
- To complete an evaluation of the tournament site.
- To communicate in a timely fashion to the NCAA championship staff issues and concerns that occur at the site.
## Section 2 • Contact Information

### Section 2•1 NCAA Staff and Committee

#### NCAA STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roberta Page</td>
<td>Director, Championships and Alliances</td>
<td>Phone: 317-917-6493, Cell: 317-966-6489, Email: <a href="mailto:rpage@ncaa.org">rpage@ncaa.org</a></td>
</tr>
<tr>
<td>Leslie Havens</td>
<td>Assistant Coordinator, Championships and Alliances</td>
<td>Phone: 317-917-6483, Email: <a href="mailto:lhavens@ncaa.org">lhavens@ncaa.org</a></td>
</tr>
</tbody>
</table>

#### DIVISION II MEN’S AND WOMEN’S TENNIS COMMITTEE

<table>
<thead>
<tr>
<th>Region</th>
<th>Chair</th>
<th>Title</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic Region</td>
<td>Carrie Michaels, chair</td>
<td>Associate Director of Athletics/SWA</td>
<td>Shippensburg University of Pennsylvania</td>
</tr>
<tr>
<td>Central Region</td>
<td>Jake Saulsbury</td>
<td>Head Tennis Coach</td>
<td>University of Nebraska, Kearney</td>
</tr>
<tr>
<td>East Region</td>
<td>Patricia Cote</td>
<td>Associate Director of Athletics/SWA</td>
<td>Southern New Hampshire University</td>
</tr>
<tr>
<td>Midwest Region</td>
<td>Otis Cutshaw</td>
<td>Head Tennis Coach</td>
<td>Davis and Elkins College</td>
</tr>
<tr>
<td>South Central Region</td>
<td>Kirsten Ford</td>
<td>Assistant Commissioner/SWA</td>
<td>Rocky Mountain Athletic Conference</td>
</tr>
<tr>
<td>South Region</td>
<td>Chi Ly</td>
<td>Head Tennis Coach</td>
<td>Palm Beach Atlantic University</td>
</tr>
<tr>
<td>Southeast Region</td>
<td>Cammie Nix</td>
<td>Head Women’s Tennis Coach</td>
<td>Young Harris College</td>
</tr>
<tr>
<td>West Region</td>
<td>Bob Hogue</td>
<td>Commissioner</td>
<td>Pac West Conference</td>
</tr>
</tbody>
</table>
Section 3 • Selection and Overview

Section 3•1 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 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 represent the NCAA and should be neutral in this role. We would ask that site representatives dress professionally and avoid any clothing that denotes institutional and/or conference affiliation.

Section 3•3 Evaluations

PRELIMINARY ROUND SITE EVALUATION

At the completion of each round of competition, links to electronic surveys will be sent from the NCAA to the participating teams, tournament managers, officials and site representatives.
## Section 4 • Important Dates

### 2017 DIVISION II MEN’S AND WOMEN’S TENNIS IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for Completion of Information in Database</td>
<td>Wednesday, April 5</td>
</tr>
<tr>
<td>Notification of Selection of Site Representative</td>
<td>Tuesday, April 25</td>
</tr>
<tr>
<td>Mandatory Site Representative Call</td>
<td>Wednesday, April 26 at 11 a.m. Eastern time</td>
</tr>
<tr>
<td>Site Representative Arrival Date at Site</td>
<td>Friday, April 28 or Sunday, April 30</td>
</tr>
<tr>
<td>Competition Dates</td>
<td>Men (April 29-30) and Women (May 1-2)</td>
</tr>
</tbody>
</table>
Section 5 • Responsibilities

Section 5•1 Team Championships

NO LATER THAN TWO DAYS BEFORE COMPETITION

- Contact tournament director:
  - Confirm hotel accommodations have been communicated to teams and officials, if needed.
  - Confirm your arrival time and hotel accommodations, if needed.
  - Confirm match and practice times.
  - Discuss neutrality.
  - Discuss equipment to be received and equipment to be provided.
  - Confirm date, time and location of administrative and officials meetings.
  - Confirm site representative has been added to receive notification via MxVision WeatherSentry Online.
  - Review security/safety plan.
  - Ensure host medical staff are prepared to be at practices and matches.
  - Discuss locations of athletic training room.
- Check with host on the following shipments:
  - NCAA signage.
  - Game balls.
  - Scorecards.
- Review drug-testing policies and procedures if your site is chosen.

DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament director to discuss the following:
  - Entrances – public, teams, officials, staff.
  - Credentials/players.
  - Review pregame schedule.
  - Ensure that all equipment is ready.
  - Security plan.
  - Inclement weather, if applicable.
- Perform a facility walk-through and review:
  - Personnel are in place.
  - Locker rooms (teams and officials) and security.
  - Overall look and treatment of facility.
  - Signage – all commercial signage must be removed or covered.
  - Athletic training room.
- Miscellaneous:
  - Make sure athletic trainer is available at all practices.
  - Make sure NCAA logo rule is being observed.
  - Equipment for all teams checked.
  - Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.
  - Confirm sports information director is prepared to report results as set forth in the host operations manual.
● Lead administrative meeting:
  - Review NCAA administrative policies.

**DAY OF COMPETITION**
● Perform a facility walk-through and review:
  - Signage is properly displayed and advertisements are covered.
  - Check for inappropriate noisemakers.
● Greet officials and visiting teams as they arrive.
● Check squad sizes and bench limits.
● Collect lineup forms 30 minutes before start of match.

**During Match**
● Observe coaches’ and student-athletes’ behavior.
● Make sure NCAA logo rule is being observed.
● Note any problems in the stands/bleachers and have security address any conflicts.
● Listen and watch crowd for inappropriate noisemakers and/or signage. Have security remove them if necessary.

**Between Singles and Doubles**
● Be near when both teams come back out between singles and doubles break to ensure that there are no issues.
● Perform a recount of bench limit size.

**END OF MATCH**
● At end of match, make sure officials are safely off the court.
● Observe student-athletes and coaches shaking hands and leaving the court.
● If a misconduct occurs, contact the NCAA championship administrator.
● Check in with drug testing to see that there are no issues, if applicable.
● Stop by the locker room of the non-advancing teams and thank head coaches and teams for being part of the championships.

**BEFORE LEAVING SITE**
● Obtain a final copy of stats sheets and remind sports information director to send results as requested by NCAA.
● Confirm that the tournament director has everything taken care of, and remind him/her to complete online survey.
● Email championships administrator with quick report.

**WITHIN 48 HOURS AFTER MATCH**
● Complete all requested evaluations.
● Provide misconduct feedback/report, if applicable.
● Complete online travel expense report. (See Appendix C for instructions.)
Section 6 • Travel, Lodging and Expense Reimbursement

Section 6•1  Travel

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

Section 6•2  Lodging

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

Section 6•3  Expense Reimbursement

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

Once competition has been completed, please complete the online travel expense report (see Appendix C for instructions).

Section 6•4  Team Transportation Contact Numbers

| SHORT’S TRAVEL MANAGEMENT          |
| Phone Number | 866-655-9215 |
| Email        | ncaalo@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 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 from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

Section 7•3 Use of Tobacco Product

The use of tobacco products by a student-athlete and game personnel (e.g., coaches, trainers, managers and game officials) is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Section 7•4 Drug Testing Statement

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

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

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

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

FREQUENTLY ASKED QUESTIONS FOR COACHES

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

Q. Where is the drug-testing facility for this championship?
   A. Check with the tournament 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 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 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 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 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 their game begins at 10 p.m. or later, local time.
- The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before 10 a.m. local time, the next day.
- An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.

Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?
A. **For Individual/Team Championships:** It depends. If the student-athlete has deferred drug testing until later that day, an institutional representative must be at the collection station to certify the identity of each student-athlete.
before the student-athlete will be allowed to check in. Otherwise, the official drug-testing courier will accompany the student-athlete to drug testing.

Section 7•5 Inclement Weather

All efforts shall be made to complete competition outdoors. 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. This recommendation is prepared by the games committee, which consists of the site representative, head referee and tournament director.

LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA has made arrangements through Schneider Electric to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championships. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff.

The site representative should request that the tournament director include his or her email and/or telephone via text to the MxVision WeatherSentry Online system so he or she can receive the weather updates.

For detailed lightning and weather guidelines, refer to Appendix D.
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Appendix A • Administrative Meeting Agenda

AGENDA
NCAA DIVISION II MEN'S AND WOMEN'S TENNIS CHAMPIONSHIPS
ADMINISTRATIVE MEETING

1. Games committee chair agenda items [NCAA Site Representative will cover misconduct, logo and alcohol policies in addition to making drug testing announcement.]
   ____ a. Congratulate teams and introduce games committee.
   ____ b. Review official squad size (nine players plus one coach only eight get reimbursed).
   ____ c. Review misconduct statement. Read key points of misconduct statement.
   ____ d. Review NCAA rules modifications; announce referee assignments for first match(es).
   ____ e. Review protest procedure in the NCAA Division II Men's and Women's Tennis Pre-Championship Manual.
   ____ f. Review rain delay procedures. Also, review Sunday competition adjustment, if necessary.
   ____ g. Review pre-match format.
   ____ h. Team lineups.
   ____ i. Crowd control.
   ____ j. Review uniform policy according to Bylaw 12.5.4 in NCAA Division II Manual. Applies to practice shirts and all interview sessions.
   ____ k. Review drug-testing information.
   ____ l. Review tobacco policy and penalty.
   ____ m. Awards ceremony.

2. Tournament director's agenda items:
   ____ a. Review schedule of events.
   ____ b. Review diagram of facility including warm-up areas.
   ____ c. Review parking arrangements.
   ____ d. Obtain hotel information from each team (coaches' and directors of athletics' room numbers) as well as cell phone numbers, if possible.
   ____ e. Contact phone numbers for inclement weather updates.
3. Host sports information director's agenda items:
   _____ a. Review the statistics that will be available after each match.
   _____ b. Award form.

4. Host athletic trainer's agenda item:
   _____ a. Availability of trainers and facilities.
   _____ b. Review medical procedures
Appendix B • Officials/Site Reps/ Tournament Managers Agenda

AGENDA

2017 NCAA DIVISION II MEN’S AND WOMEN’S TENNIS CHAMPIONSHIPS
OFFICIALS MEETING

1. Welcome and introductions.
3. Materials:
   a. Roster.
   b. Procedures.
   c. Shirts.
4. Discuss schedule.
5. Review procedures for the tournament.
6. Inclement weather plan.
7. Stress need for consistency in decisions made by each official on each court.
   a. Pre-match introductions.
   b. Code violations (uniforms and warm-ups).
   c. Enforcing the rules of tennis.
8. Discuss committee members’ roles. Meet and work with them.
9. Distribute assignments.
   a. Directions to site.
   b. Note where tennis balls are kept.
   c. Note where athletic trainer will be located.
10. Adjournment.
Appendix C • 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 D • Lightning and Weather Guidelines

LIGHTNING SAFETY
July 1997 • Revised July 2013, June 2014

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Oceanic and Atmospheric Administration (NOAA) estimates that 40 fatalities and about 10 times that many injuries occur from lightning strikes every year. NOAA estimates that as many as 62 percent of lightning strike fatalities occur during outdoor organized sport activities. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. The references associated with this guideline are an excellent educational resource. Prevention should begin long before any intercollegiate athletics event or practice occurs by being proactive and having a lightning safety plan in place. The following steps are recommended to mitigate the lightning hazard:

1. Develop a lighting safety plan for each outdoor venue. At a minimum, that plan should include the following:
   a. The use of lightning safety slogans to simplify and summarize essential information and knowledge. For example, the following slogan from the National Lightning Safety Institute is an effective guide: “If you see it, flee it; if you can hear it, clear it.” This slogan reflects the fact that upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. No punishment or retribution should be applied to someone who chooses to evacuate if perceiving that his or her life is in danger due to severe weather.
   b. Designation of a person to monitor threatening weather and to notify the chain of command who can make the decision to remove a team, game personnel, television crews, and spectators from an athletics site or event. That person must have recognized and unchallengeable authority to suspend activity.
   c. Planned instructions/announcements for participants and spectators, designation of warning and all clear signals, proper signage, and designation of safer places from the lightning hazard.
   d. Daily monitoring of local weather reports before any practice or event, and a reliable and accurate source of information about severe weather that may form during scheduled intercollegiate athletics events or practices. Of special note should be National Weather Service-issued thunderstorm “watches” or “warnings,” and the warning signs of developing thunderstorms in the area, such as high winds or darkening skies. A “watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for everyone to take the proper precautions. It should be noted that neither watches nor warnings are issued for lightning. An NOAA weather radio is particularly helpful in providing this information.
   e. Identification of, and a mechanism for ensuring access to, the closest safer buildings, vehicles, and locations to the field or playing area, and an estimate of how long it takes to evacuate to that location for all personnel at the event. A safer building or location is defined as:
      • Any fully enclosed building normally occupied or frequently used by people, with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using the shower, plumbing facilities, and electrical appliances, and stay away from open windows and doorways during a thunderstorm.
      • In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible nor a golf cart) with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protects occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal frame-
work of the vehicle. Some athletics events rent school buses as safer locations to place around open courses or fields.

2. For large-scale events, continuous monitoring of the weather should occur from the time pre-event activities begin throughout the event.

3. Venue-specific activity-suspension, venue evacuation, and activity-resumption plans:
   a. Upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadia with large crowds. Lightning can strike from blue sky and in the absence of rain. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike 10 (or more) miles away from the rain shaft. Be aware of local weather patterns and review local weather forecasts prior to an outdoor practice or event.
   b. Ensure a safe and orderly evacuation from the venue with announcements, signage, safety information in programs, and entrances that can also serve as mass exits. Planning should account for the time it takes to move a team and crowd to their designated safer locations. Individuals should not be allowed to enter the outdoor venue and should be directed to the safer location.
   c. Avoid using landline telephones except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if the person and the antenna are located within a safer structure or location, and if all other precautions are followed.
   d. To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning. A useful slogan is “half an hour since thunder roars, now it’s safe to go outdoors.” At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and
seeing the lightning channel itself to decide on re-setting the 30-minute “return-to-play” clock before resuming outdoor athletics activities.

4. Emergency care protocols: People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strike. Automatic external defibrillators (AEDs) are a safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

Note: Weather watchers, real-time weather forecasts and commercial weather-warnings and lightning monitoring devices or services are all tools that can be used to aid in the monitoring, notification, and decision-making regarding stoppage of play, evacuation and return to play.

REFERENCES
5. NOAA lightning safety website: www.lightningsafety.noaa.gov.
8. The Weather Channel on satellite or cable, and on the Internet at www.weather.com