



**MEDIA COORDINATOR'S
REGIONAL/SUPER REGIONAL
MANUAL**

INTRODUCTION

The purpose of this manual is to highlight the responsibilities of the media coordinator at each regional and super regional site of the 2019 NCAA Division I Baseball Championship.

This publication should be used in conjunction with the Preliminary Round Operations Manual and the Division I Pre-Championship Manual.

Media coordinators should work closely with the sports information directors of each participating team to provide smooth press operation at each site, both for the media and teams.

Although this and the other publications attempt to cover all phases of championship competition, some questions may arise before or during the event. Media coordinators and SIDs should feel free to contact the undersigned concerning any aspects of media operation.

Comments and suggestions are always welcome.

Good luck.

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BLOGGING POLICY

A credentialed media member may blog during any NCAA championship event, provided that such blog does not produce in any form a “real-time” description of the event (i.e., any imulation or display of any kind that replicates or constitutes play-by-play of a material portion of an event, other than periodic updates of scores, statistics or other brief descriptions of the event) as determined by the NCAA in its sole discretion. If the NCAA deems that the credentialed media member is producing a real-time description of the contest, the NCAA reserves all actions against the credentialed media member, including but not limited to the revocation of the credential.

CHAMPIONSHIP WEBSITE GUIDELINES

NCAA.com will host all championship websites for final round sites. The NCAA media coordination staff will provide a list of information that the host SID will need to provide for the site in question. Hosts are allowed to build a micro site that highlights local information (hotels, places to eat, things to do, etc). All content for these micro sites, as well as preliminary or regional round hosts that would like to develop their own championship websites, should be approved through Levida Maxwell (lmaxwell@ncaa.org or 317-917-6222).

COMPLIMENTARY TICKETS

No complimentary tickets are available at NCAA championship events. Members of the media desiring "media purchase" tickets should contact the host media coordinator, or someone designated by the SID.

CREDENTIALS

All media credentials for regional and super regional competition are authorized and issued by the NCAA at the site of the competition.

NCAA policy **PROHIBITS THE ISSUANCE** of media credentials to the representatives of any organization that regularly publishes, or otherwise promotes the advertising of, "tout sheets" or "tip sheets," or other advertising designed to encourage gambling on college sports events. The policy also prohibits the issuance of credentials to professional scouts.

Working credentials should not be mailed. The media coordinator should issue credentials individually at a designated headquarters hotel or other appropriate site. A photo ID or some other type of positive identification should be required to pick up credentials.

Printing of Credentials

The NCAA will provide all credentials that will be issued to media only entities, ESPN, team and host game management. The credentials will be shipped overnight after the 16 institutions are chosen to host the Regionals and to the eight that will host the Super Regionals. The NCAA will also provide the labels for media agencies names to be placed on the credentials. This is what will be sent to each site.

The regional shipment includes:

- 50 “All Access” credentials (for umpires, etc.)
- 50 “ESPN” credentials
- 200 “Event Management” credentials
- 250 (12 sites) or 300 (four sites) “Media” credentials
- 200 “Team” credentials (35 per team for official travel party and extras if needed)
- 750-800 black double-hook lanyards
- 750 labels for credential personalization (25 sheets of Avery 5160)
- 12 yellow “Team Videographer” armbands
- 12 yellow “Team Photographer” armbands
- 50 oranges “Championships” armbands
- Five credentials boards (PDF will be emailed if additional copies are needed)

The super regional shipment includes:

- 30 “All Access” credentials (for umpires, etc.)
- 50 “ESPN” credentials
- 200 “Event Management” credentials
- 250 (12 sites) or 300 (four sites) “Media” credentials
- 100 “Team” credentials (35 per team for official travel party and extras if needed)
- 650-700 black double-hook lanyards
- 750 labels for credential personalization (25 sheets of Avery 5160)
- 12 green “Team Videographer” armbands
- 12 green “Team Photographer” armbands
- 50 aqua “Championships” armbands
- Five credentials boards (PDF will be emailed if additional copies are needed)

Guidelines for Credentialing

A "press agency" for purposes of these press criteria should mean an authorized representative of a single daily, weekly or monthly publication, cable system, radio or television station and network. More than one representative per "press agency" may be authorized by the media coordinator. For more information, please see [Guidelines](#).

Subject to limitations of space, credentials at all sites hosting the baseball championship should be assigned to the working press in accordance with the following priorities:

DIGITAL RIGHTS OVERVIEW (INTERNET/MOBILE)

Please visit <https://www.ncaa.com/media-center/digital-social-media> for updated information.

DIGITAL HIGHLIGHTS USAGE POLICY – MEMBER SCHOOLS

Please visit <https://www.ncaa.com/media-center/digital-social-media> for updated information.

DIGITAL HIGHLIGHTS USAGE POLICY – MEDIA, THIRD-PARTY WEBSITES

Please visit <https://www.ncaa.com/media-center/digital-social-media> for updated information.

ELECTRICAL OUTLETS

Some electrical outlets will be required in the working press room (if applicable) and in the press box to assist media representatives utilizing transmission equipment requiring electricity

IN-GAME INTERVIEWS

All coaches shall be available for interviews. ESPN will be permitted to do in-game interviews with coaches in the fifth inning (subject to change) on a live or tape delayed basis, depending on the coach's preference. These interviews will take place with the head coach remaining in the dugout and communicating with the announcers via headset communication in an effort to not delay the game.

INTERNET POLICY

The NCAA website, ncaa.com, serves as the official online resource for NCAA championships. The NCAA and its partners own the internet rights to all 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA and its partners owns all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

INTERNET LIVE STATS

NCAA.com is the official destination for live scores and statistics from NCAA Championships. In 2019, NCAA Digital plans to acquire a live StatCrew data feed from all rounds of Division I Baseball Championship. Schools participating in these contests may not display live statistics on their official website, other than by linking to NCAA.com, a member of the NCAA Digital operations team will be in contact with the host institution's media relations director to arrange the live stats feed and testing schedule.

Live statistics are considered a protected right as part of a bundled rights agreement, referenced above. For clarification purposes, a live statistical representation includes play-by-play, score updates, shot charts, updated box scores, photos with captions, etc.

LIVE VIDEO STREAMING RIGHTS POLICY

For the 2019 championship, live video streaming will not be allowed during the championship as the ESPN family of networks will televise all regional and super regional games

MEDIA HOSPITALITY AND ENTERTAINMENT

If a media dinner is planned, it should be scheduled the evening prior to the competition. Pregame meals before each session are encouraged, but not required. Press souvenirs no longer are permitted at any NCAA championship.

Although media hospitality and entertainment are desirable, but not required, disbursements for these items should be guided by the budget which originally was submitted by the tournament manager and approved by the Division I Baseball Committee. Budgets cannot be changed without the prior approval of the committee.

NCAA CHAMPIONSHIP PHOTO TERMS AND CONDITIONS

Please visit <https://www.ncaa.com/media-center/digital-social-media> for NCAA Championships Photo Terms & Conditions.

FOOTAGE USAGE AND LICENSING (REGIONALS/SUPER REGIONALS)

<https://www.ncaa.com/media-center/broadcast-services>

All regional and super regional games will be televised by the family of ESPN networks (ESPN, ESPN2, ESPNU, ESPN3 or Longhorn Network). No ENG camera crews may film any regional/super regional games. All ENG crews must plug into the ESPN audio/video mult-distribution box and take the feed from the production truck for highlights. The NCAA recommends that the host SID work with the ESPN producer or operations manager to establish the best location to place the ESPN-provided mult-box. The NCAA recommends that host schools find a covered area within 100 feet of the production truck. Please supply two eight-foot tables and adequate power sources for your local TV stations or schools.

A television station may broadcast any super regional press conference live regardless of whether they hold the broadcast rights to that specific contest. The rights to these press conferences remain with the NCAA and are under the same guidelines as the news footage usage.

PERSONNEL

Each media coordinator is responsible for organizing workers to assist in the press operation of the championship.

The number of workers will depend upon the media demand for the games at the site. Communication with the participating SIDs and the media coordinator's knowledge of the area media will help with advance planning.

Such duties as press runners, quote takers, stat crews, copy machine personnel, etc., should all be coordinated with the tournament manager.

PHOTOGRAPHY AREA POLICIES

The media coordinator shall be prepared to designate a "photographer's area" on the field, should media requests warrant it.

No photographers or cameramen will be allowed in the backstop area behind home plate or in the grassy areas in foul territory between the warning tracks and the playing field.

Movement from one photo area to another will not be permitted during an inning. Photographers may move between innings or half-innings, but not during play.

Photographers may take a few moments to move out of the photographers' area immediately following a game for pictures of the players, coaches, team benches, etc., but must not interfere with teams for second or third games coming into the dugouts, infield practice or the ground crew.

No tripods, portable or otherwise, will be permitted on the field. Photographers with tripods must station themselves behind the outfield fences or inside photo boxes, if available.

POSTGAME INTERVIEWS

All coaches and student-athletes shall be available for interviews. However, if a member of the coaching staff or a student-athlete is ejected during the game, the individual(s) will not participate in the press conference.

Each host media coordinator should designate an interview room or area at the facility and an individual to coordinate the activities in it. The interview area should have a public-address system, an elevated head table or dais. Host institutions are required to have a designated press conference moderator at the regional and super regional.

Media coordinators should utilize an audio mixer (mix down unit) for the designated interview area to permit individuals utilizing microphones to attach their equipment to it, eliminating the presence of audio equipment and/or operators in front of, or adjacent to, the speakers at the dais.

Following is a quick checklist of minimum requirements for the interview setup:

- Permanent structure near the playing field (preferred but not required) or
- Temporary covered structure near playing field
- Seating for a minimum of 25 media
- Risers or an area with an unobstructed view for television cameras
- Table for a minimum of 4-6 for the interviewees
- Moderator
- *Pool reporter
- Quote taker(s)
- Sufficient amplification
- Sufficient electrical outlets
- Mult-Box

**When a pool reporter is used for a postgame interview pertaining to an umpire call/decision during the game, the interview will only involve the umpire crew chief, not the NCAA Site Representative or the NCAA Umpire Regional Advisor, that might be on site.*

Quotes shall be distributed to the media immediately following each press conference.

The sports information director representing each participating institution, working with the media coordinator, should designate an individual to escort the coach and student-athletes to the interview area after a 10-minute cooling-off period.

All locker rooms should be open to the media after a 10-minute cooling-off period. The timetable begins when the coach enters the locker room or takes his team to a private area on or near the field (the outfield, for example) immediately after the game.

The postgame press conference format shall specify the losing coach and student-athletes should be scheduled in the interview room before the winning coach and a minimum of two student-athletes and maximum of three student-athletes.

The interview with the losing team generally should not exceed 10 minutes.

EXCEPTION: After game of the current regional format, the winning team, which is schedule to play game six IMMEDIATELY following (within one hour of the conclusion of the previous contest), shall go first. In this scenario, only the head coach and starting pitcher for the team winning Game 5 should be required to come to the interview room. Both participating SIDs and both coaches should be made aware of the change in postgame order prior to Game 5.

Additionally, if weather causes any disruption in the schedule that would cause a team to play back-to-back games at any point in the regional, the team that must play back-to-back games will be allowed to take part in the postgame press conference first and only the head coach and starting pitcher will be required to attend the postgame press conference.

Regardless of any personal regular-season radio or television contract(s), the losing coach is obligated to the entire press staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period expires. The losing coach cannot delay a postgame interview with the covering media to conduct a program for a single newspaper, radio or television reporter. After fulfilling all commitments to the press staffing the tournament, the losing coach and players may participate in special interviews.

The winning coach may do a two-minute radio spot with the institutional radio prior to the press conference.

Coaches and student-athletes should not be made available to selected media representatives prior to the conclusion of the 10-minute cooling-off period. The losing coach and student-athletes may, however, immediately report to the interview room and be available to all media representatives staffing the championship. Should a coach permit one media representative to enter the dressing room before the 10-minute cooling-off period has expired, the dressing room will be open to all other media representatives desiring access to the area.

The only exception to this policy is a network or station that has purchased rights to a regional or super regional game is permitted a FOUR-MINUTE period immediately after the game to conduct post-game interviews. This does not mean four minutes per person, but four total minutes for all individuals interviewed. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights.

PRE-REGIONAL/SUPER REGIONAL PRESS CONFERENCES

A pre-regional press conference with all four head coaches or super regional press conference with both head coaches, may be administered at regional and super regional sites, but it is not a requirement. No student-athletes are required to attend this press conference.

PRESS PARKING

Press parking is desired at each site, but this decision must be made by the host. If press parking is limited, "car pools" should be encouraged to permit the greatest use of the parking area. Press shuttle systems also may be used provided any costs are included in the budget submission and are approved by the NCAA Division I Baseball Committee.

PROGRAMS

IMG College in Lexington, Kentucky, will provide a souvenir preliminary program, with the rosters of all 64 teams, for all regional and super regional sites.

RADIO

Please visit [Radio Policy](#) for updated information.

Westwood One will not activate its rights to the Division I Baseball regionals or super regionals. Therefore, space does not need to be reserved for a national radio broadcast.

Space though shall be automatically reserved for each participating institution's home radio station as designated by that institution. All other stations in the institution's area will be accommodated on a first-come, first-served basis.

Broadcasts of any tournament game must conform to the general broadcasting policies established by the Association. All stations broadcasting a game will be required to submit the NCAA radio rights online request form. The form can be found at <https://www.ncaa.com/content/audio-policies-0>.

The winning coach may do a two-minute radio spot with the institutional radio prior to the press conference.

RESPONSIBILITY TO THE NCAA

Following each game of the regional and super regional, please email the StatCrew packed file to Jeff Williams at jswilliams@ncaa.org. Following the championship regional game, the host SID will email the all-regional team.

The sports information director representing the winning team from each of the eight super regionals will be contacted by J.D. Hamilton to coordinate the winning team's advancement to the Men's College World Series in Omaha. Hamilton will provide each winning SID with information concerning production of the CWS program as well as events and responsibilities at the CWS.

SEAT ASSIGNMENTS

Media coordinators should review seating charts prior to the first day of competition to insure media agencies that regularly staff games played by the participating and host institutions receive preferred seat locations.

Often a media agency does not continue to staff regional competition once the team it primarily covers has been eliminated from the championship. These seats can be reassigned to media representatives staffing the final competition. A media agency installing a telephone at a designated seat should not be reassigned unless it will not staff the final day of competition.

SECURITY

Security personnel should be instructed to protect the working press areas and interview area especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent upon the media coordinator to emphasize the **NECESSITY TO PROTECT THE WORKING PRESS AREAS** from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each game.

SPORTS INFORMATION DIRECTORS

The sports information director representing each participating institution shall provide the host media coordinator with a list of media representatives from the institution's geographic area who will staff the event.

Game notes provided by the participating SIDs and the media coordinator are encouraged but not required.

STATISTICAL SERVICES

Play-by-play and complete box scores, including pitching summaries and fielding statistics, should be provided to the media, along with coach and player quotes from both teams' post-game press conferences.

Each participant's sports information director should update team and individual statistics after each game, and the statistics should be reproduced and distributed preceding the team's next competition in the championship.

TEAM/SCOUT VIDEO COORDINATOR

A scout video coordinator is permitted to film the game from an upper video position pending space availability. This is in addition to the credential issued to a team videographer. The scout video coordinator will receive a media credential and may only film his/her team's game(s). Representatives of participating institutions may record the network telecast of any game at the site, using a video distribution outlet in the video distribution area. The institution must provide its own recording equipment. The NCAA retains all exclusive copyright to all NCAA championship contests.

TEAM VIDEOGRAPHERS

Please visit [Team Videographer Policies](#) for updated information.

Each participating institution may designate one individual as the team videographer. The team videographer will be provided a credential and a TEAM VIDEOGRAPHER or TEAM PERSONNEL armband/vest and will be permitted to film their game ONLY from a designated area(s) which serves all still photographers. During the game, the videographer should follow all rules that apply to still photographers.

Access will also be provided to the field during closed practices, the team clubhouse during pregame, halftime, postgame and any other times when the locker room is open to the media. In addition, the videographer can shoot from any area that a still photographer has access (e.g. concourse).

NOTE: The team videographer for the winning team will be allowed on the competition area to film the postgame celebration and awards ceremony, if applicable.

VIDEOGRAPHER FOOTAGE USAGE

Wazee Digital is the exclusive licensing agent of the NCAA and our library provides member institutions access to the NCAA video and photo archive. Schools wishing to post footage from NCAA championship events are required to maintain an annual Member Institution License purchased from Wazee Digital.

A single project request for footage may consist of up to five minutes of NCAA copyright footage for usage in one project. The project can NOT result in revenue generation. All agreements must be signed in accordance with member institution policies and include the signature of director of athletics or the assistant/associate director of athletics. Digital delivery is free of charge.

MEMBER USAGE POLICY

NCAA MEMBER INSTITUTION FOOTAGE PURCHASE PROGRAM

TELEVISION (REGIONALS/SUPER REGIONALS)

The ESPN family of networks will televise all regional and super regional games. All regional games will be on ESPN2, ESPNU, ESPN3 or Longhorn Network. All super regional games will air either on ESPN, ESPN2 or ESPNU. Please hold five seats in the press box for the ESPN broadcast position. In addition, ESPN will be contacting institutions that may host a super regional with additional questions regarding the facility (e.g. camera positions, lighting, power, etc.).

The NCAA expects institutions to kill any seats necessary to accommodate these camera locations. There may be situations where ESPN's camera position may have to be altered due to a facility design. The NCAA expects ESPN to request a maximum of 60 credentials and a maximum of 30 parking passes. ESPN will have permission to hang two banners within the stadium during a broadcast. A banner cannot be displayed behind home plate. The designated areas for the banners will be communicated after selections.

TELEVISION POLICIES

Please visit <https://www.ncaa.com/media-center/broadcast-services> for updated information related to the NCAA's television and video policies. Once on <https://www.ncaa.com/media/broadcast-services> webpage, click on the "Broadcast Media Coverage" link to review information on the following topics:

- Live Coverage
- Videographer Access
- 30-Minute Rule
- Audio/Video Distribution and Usage
- Mult Box How To
- Broadcast Announcer Audio
- Natural Audio
- Satellite Coordinates
- News Videographer Access.

WIRELESS/TELEPHONES

Wireless internet access must be available at all championship rounds for media use. The host institution may NOT assess an additional "Hookup Fee" to any media agency. Any wireless charges should be charged to the host or reflected in the proposed budget.

WORKING PRESS ROOM

A working press room may be designated at the regional and super regional but is not required. Each media coordinator shall contact each sports information director representing a participating team at the site and request a shipment of pictures, brochures, statistics and other updated information to place in the working press room or press box prior to the team's arrival.