



2023 DIVISION I  
**BASEBALL**  
**CHAMPIONSHIP**

***SITE REPRESENTATIVE***  
***2022-23 MANUAL***

# Division I Baseball

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# Section 1 • Introduction

## Section 1•1 Overview

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Thank you for serving as an NCAA site representative at one of the preliminary-round sites of the Division I Baseball Championship.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division I Baseball 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-championship manual and the preliminary-rounds host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the meeting with the umpires to review the ground rules before the start of preliminary-round competition.

Please note: Teleconferences will be conducted at 11 a.m. Eastern time Friday, April 14, and Friday, May 19, for all site representatives and NCAA staff to review duties and responsibilities.

In preparation for your role, please review and have on hand the following documents, which may be found on [ncaa.org/championships/division-i-baseball](https://ncaa.org/championships/division-i-baseball):

- Pre-championship manual
- Preliminary-rounds 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 Chad Tolliver at the NCAA national office.

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

## Section 1•2 Responsibilities of Site Representatives

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

- To serve as a representative of the NCAA during championship playoffs;
- To conduct championship competition according to the policies and procedure outlined in the pre-championship manual and host operations manual;
- To conduct a pre-championship teleconference with teams, administrators and the host;
- To conduct the administrative meeting in conjunction with the championship;
- To serve as a resource for visiting teams and the tournament manager;
- 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

**Chad Tolliver**

Championships and Alliances, Operations  
P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Phone: w) 317-917-6706; c) 317-966-6458  
Email: [ctolliver@ncaa.org](mailto:ctolliver@ncaa.org)

**Jay Jay Rackley**

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### DIVISION I BASEBALL COMMITTEE

**SOUTH REGION****Jay Artigues**

Director of Athletics  
Southeastern Louisiana University

**MIDWEST REGION****Sherard Clinkscales**

Director of Athletics  
Indiana State University

**WEST REGION****Mark Harlan**

Director of Athletics  
University of Utah

**SOUTHEAST REGION****Matt Hogue**

Director of Athletics  
Coastal Carolina University

**WEST REGION****Nathan (Nate) Pine**

Director of Athletics  
U.S. Air Force Academy

**EAST REGION****Mike Buddie**

Director of Athletics  
U.S. Military Academy

**SOUTHEAST REGION****John Cohen (Chair)**

Director of Athletics  
Auburn University

**SOUTH REGION****Kirby Hocutt**

Director of Athletics  
Texas Tech University

**WEST REGION****William (Bill) McGillis**

Director of Athletics  
University of San Diego

**MIDWEST REGION****Scott Wetherbee**

Director of Athletics  
Eastern Michigan University

## Section 3 • Selection and Overview

### Section 3•1 Selection Process and Notification

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In order to serve as a site representative, all individuals are required to participate in the mandatory site representative training for the specific sport. All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution or for a specific sport should make the NCAA staff aware of the conflict. (See Conflict of Interest below.)

Site representatives will be notified after selections if they are needed to serve.

### Section 3•2 Conflict of Interest

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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 that 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. When 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•3 Neutrality

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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•4 Evaluations

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### SITE REPRESENTATIVE FEEDBACK

In order to improve the NCAA site representative program for Division I baseball, we ask that each site representative provide feedback on your site representative experience by completing the site representative survey online. After the championship, you will be emailed a link to access the online survey in order to provide your feedback.

### TOURNAMENT SITE EVALUATION

In addition to the site representative feedback outlined in the previous paragraph, we ask that each site representative also provide feedback on the championship site at which they served. This link also will be emailed to you after the championship.

### CHAMPIONSHIP SITE EVALUATION

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

### OFFICIALS EVALUATION

In order to obtain feedback on the umpires, we ask that each site representative also provide feedback on the umpires at the site they served. This should be completed for each umpire at your site. These need to be submitted before June 29, 2023. The official's evaluation is available [online](#).

# Section 4 • Important Dates

## MANDATORY SITE REPRESENTATIVE TRAINING

**Conference Calls:** 11 a.m. Eastern time – Friday, April 28, 2023, and Friday, May 19, 2023.

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## NOTIFICATION OF SELECTION OF SITE REPRESENTATIVE

**Regionals:** Sunday, May 28, 2023, after 9 p.m. Eastern time (via email).

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**Super Regionals:** By Tuesday, June 6, 2023 (via email).

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## SITE REPRESENTATIVE ARRIVAL DATE AT SITE

**Regionals:** Wednesday, May 31, 2023.

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**Super Regionals:** Wednesday, June 7, 2023 (Friday-Sunday sites), or Thursday, June 8, 2023 (Saturday-Monday sites).

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\* Site representatives assigned to host sites that have never hosted, have not hosted in a long time or involve an institution that has a religious conflict that prohibits them from competing on a Sunday may be asked to arrive on site one day earlier than noted above.

# Section 5 • Responsibilities

## Section 5.1 Team Championships

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### NOT LATER THAN MONDAY (REGIONAL)/TUESDAY (SUPER REGIONAL) BEFORE COMPETITION

- Contact tournament manager:
  - Confirm time for call with teams and host (date and time).
  - Confirm hotel accommodations for team(s) and umpires, 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 administrative and umpires meeting to discuss the ground rules.
  - Security/safety plan.
  - Ensure host medical staff are prepared to be at practices and games.
  - Discuss locations of:
    - Media/interview areas.
    - Athletic training room area.
    - Videotaping and photography areas.
- Lead call with host and teams (see [Appendix B](#)).

### NOT LATER THAN TWO DAYS BEFORE COMPETITION

- Check with host on the following shipments:
  - NCAA signage.
  - Game balls.
  - Merchandise from Event1.
  - Programs.
  - Participant medallions.
  - Instant replay communication equipment (Super Regionals only).
- Review drug-testing policies and procedures to be prepared if your site is chosen.
- Check the existing signage at the venue to ensure any temporary signage is removed and that permanent signage containing alcohol, professional sports organizations, gambling, or lottery ads are properly covered.
- Check to make sure host institution has a bat-testing device and is prepared to administer bat testing (if applicable).

### NOT LATER THAN THE DAY BEFORE COMPETITION

- Check with tournament manager to see if he or she has any questions.
- Check with visiting teams' administrators to be sure they have no issues with travel or any other questions. Remind them of the administrative meeting.
- Check to make sure the instant replay equipment has been installed in the proper location and is communicating properly with the instant replay center in Atlanta (Super Regionals only).



### DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament manager to discuss the following:
  - Entrances – public, teams, officials, staff.
  - Ticket locations.
  - Credentials/players – pass list.
  - Communication (radios), if necessary.
  - Crowd control.
  - Review pregame schedule.
  - Check to be sure equipment is ready.
  - Expected media.
  - Band/spirit squad/mascot procedures, if applicable.
  - Personnel are in place.
  - Security plan.
  - Inclement weather, if applicable.
- Perform a facility walk-through and review:
  - Check field for proper markings.
  - Press box.
  - Team bench areas (dugouts and bullpens).
  - Scorer's table, if applicable.
  - Media/interview area.
  - Locker rooms (teams and officials) and security.
  - Merchandise sales area.
  - Program sales area, if applicable.
  - Overall look and treatment of facility.
  - Signage – all impermissible commercial signage must be removed or covered.
  - Scoreboard – impermissible advertising covered or removed.
  - Test all electronic equipment and also instant replay equipment (Super Regionals only).
  - Videotaping/photography areas.
  - Scouting seats, if applicable.
  - Athletic training room.
  - Evaluator location, if applicable.
  - Band/spirit squad location, if applicable.
  - Nonparticipant seating, if applicable.
- Miscellaneous:
  - Make sure athletic trainer is available at all practices.
  - Make sure NCAA logo rule is being observed.
  - Equipment for both teams checked.
  - Merchandise and programs (if applicable) available.
  - Review parking.
  - Review administrative meeting agenda with tournament manager. Make sure copies are available for the meeting.
  - Determine method for distribution of participant medallions (i.e., on field or in locker rooms).

- Confirm sports information director (SID) is prepared to report results at the conclusion of competition.
- Review script with communications representative/public address announcer.
- Administer bat testing (if applicable).
- Lead administrative meeting:
  - Review NCAA administrative policies.

## DAY OF COMPETITION

Arrive at site at least four hours before the start of the game. Remain available to monitor and supervise all aspects of the championship as indicated in the site representative and host operations manuals.

- Perform a facility walk-through and review:
  - Signage is properly displayed and advertisements are covered.
  - Press box/scorer's table/coaches booth are 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 and also instant replay equipment (Super Regionals only).
- Greet officials and visiting team(s) as they arrive.
- Check squad sizes and bench limits.
- Collect starting lineup forms one hour before the start of the game and provide it to the public address announcer.

## DURING GAME

- Listen and watch crowd for inappropriate noisemakers and/or 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.

## BEFORE THE END OF GAME

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

## END OF GAME

- At the end of the game, make sure officials are safely off of the field.
- Observe players and coaches shaking hands and leaving field.
- If an alleged misconduct occurs, please contact the NCAA championship administrator.
- 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 the locker room of the non-advancing team and thank head coach and team for being part of the championship.
- Confirm the home and visiting team determinations (if necessary) for the teams advancing to the next game.

## BEFORE LEAVING SITE

- Obtain a final copy of statistics sheets and remind SID to send results as requested by the NCAA.
- Confirm that the tournament manager has everything taken care of, and remind him/her to complete the online surveys.
- Call/email NCAA national office (Chad Tolliver, [ctolliver@ncaa.org](mailto:ctolliver@ncaa.org)) with quick report.

## WITHIN 48 HOURS AFTER GAME

- Complete all requested evaluations.
- Submit Statement of Expense Form to NCAA (see [Appendix D](#)).

# 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 (56 cents per mile round trip) for up to 400 miles to the host site.

Site representatives outside of 400 miles (one way) from the competition site will be approved for air travel. Please contact Short's Travel Management to make those travel arrangements (see Section 6.4).

If the primary NCAA site representative travels to his or her site via airplane, he or she will be approved for a rental car that will be directly billed to the NCAA national office. Rental car reservations should be made via Short's Travel Management when booking your air travel. If more than one site representative is assigned to a site, the assistant site representative will not be approved for a rental car and will need to work with the primary site representative to coordinate ground transportation.

## 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 manager if a hotel room(s) 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.

Site representatives who are approved to fly to the site will be eligible to be reimbursed for airline baggage fees for one (standard weight) luggage item per each leg of their trip. In order to be reimbursed, the site representative must include the receipt for those baggage charges with the expense report.

Once competition has been completed, please email Jay Jay Rackley ([jrackley@ncaa.org](mailto:jrackley@ncaa.org)) with the dates of your travel. She will then start the process for your expense reimbursement. You will then receive an email with information for you to complete the process. Instructions are located in [Appendix D](#).

## Section 6•4 Team Transportation Contact Numbers

### SHORT'S TRAVEL MANAGEMENT

|              |  |
|--------------|--|
| Phone Number | 866-655-9215   |
| Email        | <a href="mailto:ncaaalo@shortstravel.com">ncaaalo@shortstravel.com</a> |

### NCAA TRAVEL GROUP

|              |  |
|--------------|--|
| Phone Number | 317-917-6757   |
| Email        | <a href="mailto:travel@ncaa.org">travel@ncaa.org</a>   |
| Website      | <a href="http://ncaa.org/championships/travel/championships-travel-information">ncaa.org/championships/travel/championships-travel-information</a> |

# Section 7 • NCAA Administrative Guidelines

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

## Section 7.1 Logo Policy

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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

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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 games of a tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct should be dealt with in a timely manner by the governing sports committee.

## Section 7.3 Use of Tobacco Products

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[Reference: Bylaw 11.1.4, and Bylaw 17.1.9 in the NCAA Division I Manual.]

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

## Section 7.4 Drug Testing Statement

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

*NCAA drug testing is a possibility at any and all NCAA championships rounds and sites. However, as a best practice, the NCAA will not announce whether or not drug testing will occur at any specific venue.*

*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.*

## 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 or the drug-testing site coordinator for the 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.

**Q. When is the institution notified of drug testing?**

- A. For Team Championships:** An institutional representative from each team will be notified not 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.

**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 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 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 noon, 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.

## Section 7.5 Inclement Weather

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The following guidelines are provided for NCAA site representatives and host institution tournament managers when dealing with inclement weather. The scenarios below are intended to be general guidelines for operation. Issues such as future weather forecasts, television, competitive equity, missed class time and expenses associated with playing games after Monday may dictate an alternate schedule.

The host shall appoint a qualified person responsible for monitoring the local weather at all times. Additionally, host institutions are encouraged to have a local meteorologist either on site or on call to help provide a professional evaluation of future weather forecasts and potential severe weather issues.

### REGIONALS

- **The primary goal is to play games according to the published schedule [two games on Friday, two games on Saturday, two games on Sunday and one game on Monday (if necessary)].**
- As a general guideline, no game should start later than 11 p.m., local time.
- Lightning should be monitored via the Weather Sentry Online system. Please use these weather-monitoring devices when trying to determine starting times after a delay. The host institution is required to designate one individual whose main responsibility will be to monitor the weather/lightning during all practices and competition.
- You should keep in touch with the local weather bureau and we also encourage you to evaluate the weather via [weather.gov](http://weather.gov) or [weather.com](http://weather.com).
- If available, it is strongly recommended to have a local meteorologist on site or at a minimum on call to provide his or her expert analysis on any potential weather in the area.

**Possible scenarios:**

1. If Games 1 and 2 on Friday are both canceled ... play Games 1 and 2 on Saturday; play Games 3, 4 and 5 on Sunday; and play Games 6 and 7 (if necessary) on Monday. (0 - 2 - 3 - 2)
2. If Game 1 is started and suspended before being completed on Friday ... resumption of Game 1 and play Game 2 on Saturday; play Games 3, 4 and 5 on Sunday; play Games 6 and 7 (if necessary) on Monday. (.5 - 1.5 - 3 - 2)
3. If Game 2 on Friday is canceled ... play Games 2, 3 and 4 on Saturday; play Games 5 and 6 on Sunday; and play Game 7 on Monday (if necessary). (1 - 3 - 2 - 1)
4. If Game 1 is completed on Friday and Game 2 is started but suspended before being completed on Friday ... resumption of Game 2 and play Games 3 and 4 on Saturday; play Games 5 and 6 on Sunday; and play Game 7 (if necessary) on Monday. (1.5 - 2.5 - 2 - 1)
5. If Games 1 and 2 are played on Friday, but Games 3 and 4 both are canceled on Saturday ... play Games 3, 4 and 5 on Sunday and play Games 6 and 7 (if necessary) on Monday. (2 - 0 - 3 - 2)
6. If Games 1 and 2 are played on Friday, and Game 3 is started but suspended before being completed on Saturday ... resumption of Game 3 and play Games 4 and 5 on Sunday; play Games 6 and 7 (if necessary) on Monday. (2 - .5 - 2.5 - 2)

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7. If Games 1 and 2 are played on Friday, and Game 4 on Saturday is canceled ... play Games 4 and 5 on Sunday and play Games 6 and 7 (if necessary) on Monday. (2 - 1 - 2 - 2)
8. If Games 1 and 2 are played on Friday, and Game 3 is completed but Game 4 is started but suspended before being completed on Saturday ... resumption of Game 4 and play Game 5 on Sunday; play Games 6 and 7 (if necessary) on Monday. (2 - 1.5 - 1.5 - 2)
9. If Games 1 and 2 are played on Friday, Games 3 and 4 are played on Saturday, but both Games 5 and 6 on Sunday are canceled ... play Games 5 and 6 on Monday and play Game 7 on Tuesday (if necessary). (2 - 2 - 0 - 2 - 1)
10. If Games 1 and 2 are played on Friday, Games 3 and 4 are played on Saturday, Game 5 is started but suspended before being completed on Sunday ... resumption of Game 5 and play Game 6 on Monday, and play Game 7 (if necessary) on Tuesday. (2 - 2 - .5 - 1.5 - 1)
11. If Games 1 and 2 are played on Friday, Games 3 and 4 are played on Saturday, Game 5 is completed but Game 6 is cancelled on Sunday ... play Games 6 and 7 (if necessary) on Monday. (2 - 2 - 1 - 2)
12. If Games 1 and 2 are played on Friday, Games 3 and 4 are played on Saturday, Game 5 is completed but Game 6 is started but suspended before being completed on Sunday ... resumption of Game 6 and play Game 7 (if necessary) on Monday. (2 - 2 - 1.5 - 1.5)
13. If Games 1 and 2 are played on Friday, Games 3 and 4 are played on Saturday, Games 5 and 6 are played on Sunday and you experience inclement weather for the “if necessary” Game 7 on Monday ... try to get the game in on Monday OR play as early as possible on Tuesday. (2 - 2 - 2 - 0 - 1)
14. If both games are canceled on Friday and both games are canceled on Saturday ... play Games 1 and 2 on Sunday; play Games 3, 4 and 5 on Monday; and play Games 6 and 7 (if necessary) on Tuesday. (0 - 0 - 2 - 3 - 2)

**If there is inclement weather, the host institution may have access to its clubhouse during a game delay regardless of being designated as the home or visiting team in any given game in which it participates; however, the host institution must provide access to adequate space to accommodate the other participating team(s).** The intent of this rule is to provide equitable inclement weather facilities for each participating team during the course of any inclement weather delays.

## SUPER REGIONALS

- **The primary goal is to play the games according to the published schedule [one game on Friday, Saturday and Sunday (June 9-11 format) or one game on Saturday, Sunday and Monday (June 10-12 format)]. As a general guideline, no game should start later than 11 p.m., local time.**
- The NCAA Division I Baseball Committee prefers that one game per day be played whenever possible. Please note that Monday, June 12, may have to be used to meet this guideline for the June 10-12 super regional format, while Tuesday, June 13, may have to be used to meet this guideline for the June 11-13 super regional format.

### Possible scenarios:

1. June 9-11 Format
  - a. **If the Friday game is canceled** ... play one game each on Saturday, Sunday and Monday (if necessary).
  - b. **If the Friday game is played and the Saturday game is canceled** ... play Game 2 on Sunday and Game 3 (if necessary) on Monday.
  - c. **If Friday and Saturday games are canceled** ... play Games 1 and 2 on Sunday and Game 3 (if necessary) on Monday.
2. June 10-12 Format
  - a. **If the Saturday game is canceled** ... play one game each on Sunday, Monday and Tuesday (if necessary).
  - b. **If the Saturday game is played and the Sunday game is canceled** ... play Game 2 on Monday and Game 3 (if necessary) on Tuesday.
  - c. **If Saturday and Sunday games are canceled** ... play Games 1 and 2 on Monday and Game 3 (if necessary) on Tuesday.

- d. **If there is inclement weather, the host institution may have access to its clubhouse during a game delay regardless of being designated as the home or visiting team in any given game in which it participates; however, the host institution must provide access to adequate space to accommodate the other participating team.** The intent of this rule is to provide equitable inclement weather facilities for each participating team during the course of any inclement weather delays.

## LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA has made arrangements through DTN 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 championship. 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 manager include his/her email and/or phone via text to the WeatherSentry system so he/she can receive the weather updates.

The site representative also should work closely with ESPN when monitoring severe weather. If one party feels it is unsafe to continue play for the student-athletes, fans or television personnel, the other party should follow suit for the safety of all involved.

For detailed lightning and weather guidelines, refer to [Appendix E](#).



# Appendixes

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## Appendix A • FAQ

- Q. Officials have asked me how they will receive their payment and when they should expect it since the host no longer pays them?**
- A.** All officials are paid directly by the NCAA through RefQuest. There is not a set timetable for payment, thus all inquiries should be directed to the championship administrator.
- Q. A fight broke out in the stands between the fans of the home and visiting teams. What responsibility do I have to take care of this?**
- A.** You should first notify the tournament manager that he or she needs to obtain security in the section where the fight has broken out. After the fight, please gather as much information as possible from the tournament manager and security, including what happened, whether anyone was removed from the competition site, and resolution. All of these facts should be written down and sent to the championship administrator via email. If the situation is severe, please immediately call the championship administrator to inform him or her of what has occurred.
- Q. A team has arrived late for its practice due to its bus breaking down. What should I do?**
- A.** Work with the host to try to get the team its full allotment of practice time, if at all possible.
- Q. I received an alert on my phone that lightning is within 30 miles and we are going to begin the game in 10 minutes. What steps should I be taking?**
- A.** Immediately find the tournament manager and ESPN representative to begin to discuss the distance of the lightning. Remember to consult the lightning guidelines. Altering a game time should involve the games committee (consult the host operations manual on who serves on this committee). Once it is determined that the game should be delayed, you should notify the NCAA championship administrator of the situation. You should be prepared to give the championship administrator the games committee's recommendations as to further delays or moving the contest.

## Appendix B • Administrative Meeting Checklist



### 2023 NCAA DIVISION I BASEBALL CHAMPIONSHIP ADMINISTRATIVE MEETING CHECKLIST

This is a checklist for the **ADMINISTRATIVE MEETING** between competing teams' administrators, head coaches (or representative) and sports information representatives, and NCAA site representatives for the NCAA Division I Baseball Championship regional and super regional competition.

1. Introductions and Welcome.
 

Congratulations to all four teams and their head coaches for outstanding seasons and for being selected for this year's Division I Baseball Championship.

  - a. Participating teams (identify all personnel attending from each team). Identify each team and their respective seed and who is in attendance.
  - b. Host institution (tournament manager and event management staff). List person's name.
  - c. NCAA site representatives. Introduce both the primary and assistant site representative.
  - d. Games committee (determine composition of the games committee). This should consist of the primary (chair) and the assistant site representatives; and one representative from each school.
  - e. ESPN. Allow the representative(s) to introduce themselves. As for topics to review, it has been determined that the time between innings should be 1:50 between most innings (1:30 will be listed on the commercial format; however, from the end of the inning to the first pitch will be 1:50). The only exceptions are the top of the 3<sup>rd</sup> inning and the top of the 7<sup>th</sup> inning, where it will be 2:15 (2:00 will be listed on the commercial format; however, from the end of the inning to the first pitch will be 2:15). The head coaches' interviews are slated for the fourth or fifth inning, and those will not prolong play. The second base umpire will be responsible for keeping track of the time and the inning will resume via his clock (should not be waiting for ESPN). The umpire crews are aware of this time.
2. Review Games Committee Assignments.
  - a. Explain who will monitor field activities. Both site representatives will monitor field activities.
  - b. Confirm team liaisons (identify person the participating school should contact in case of a problem). Primary team administrator will be the primary contact for each school. You should also obtain their cell phone numbers.
3. Team Rosters. Roster should be completed and turned in at the administrative meeting.
  - a. Credentials (all non-uniformed personnel must be properly credentialed).
  - b. Squad size (27).

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 Administrative Meeting Checklist  
 Page No. 2

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- c. Dugout limit (40, plus a bat handler at least 13 years of age. Bat/ball handler must wear a protective helmet regardless of age). You can mention that the home team will also handle the balls for each game. This person does not count against your 40-person roster and must also be 13 years or older and must also wear a protective helmet, regardless of age.
  - d. Check for any suspensions.
- 4. Umpires (NCAA site representatives will cover this area during the administrative meeting).
  - a. Provide names of umpires. You can mention who will be the crew chief and assistant crew chief (this role is only applicable during the regionals).
  - b. Ground rules (umpires will go over the ground rules with the coaches prior to their first game). You should coordinate a time to go to the field with the coaches (most likely after this meeting) to review all the ground rules.
  - c. Protest procedure. These can be found on pages 16-17 of the Preliminary-Rounds Participant Manual for you to review.
  - d. Inclement weather policies. Determine who will be monitoring the Weather Sentry online system from the host institution all weekend. Reminder about the eight-mile radius to halt play due to lightning.
  - e. Halted game rule. All games shall be nine innings. If play has been stopped before the nine innings have been completed, the halted game rule (Rule 5-9) shall be used.
  - f. Assignment procedure (explain that four umpires work each game, six assigned to regional).
  - g. Umpire evaluation form for coaches and site representatives. Email link to head coaches and copy the director of baseball operations and the team administrator to ensure that this is completed after each game.
- 5. Pre-Game Batting Practice.
  - a. Shorts are permissible. They must be institutionally-issued apparel, and all team members must wear the shorts during practice.
  - b. Batting practice jersey/shirts – game numbers required, at least six inches tall and on the back of the jersey/shirt. The height of the numbers was a new requirement back in 2018.
  - c. 2<sup>nd</sup> game of the day or if inclement weather. This will depend on the game schedule at each respective site. Communicate with the host institution and their grounds crew to determine whether hitting on the field would even be an option at your site for the second game of a day. If not, the host institution tournament manager should inform everyone where batting practice will take place for the second game.

### 6. Game Administration.

- a. Bat testing procedures. This should be completed after practice the day before competition. Any bats that fail the test will be confiscated for the duration of this round of the championship and returned to the respective team once they have concluded play in this round of the championship.
- b. Dugout determination. The host institution must designate whether the first or third base dugout will be the designated home team dugout throughout the tournament. Please review the other provisions found on page 20 of the Preliminary-Rounds Participant Manual. You should inform all teams of their designated home/visitor assignment for their first game and which dugout they will occupy.
- c. Pregame Timing Schedule - host with all artificial turf fields make final determination if they plan to use the optional two-hour pregame schedule instead of the standard 2:15. The host institution will need to determine whether they will use the standard schedule, or the optional alternate schedule if they have an all artificial-turf field. Once decided, review the batting practice times, infield times (visitor infield can begin immediately after home team infield ends to allow more field preparation time), introductions (if applicable), National Anthem, umpires/coaches meeting time, and home team on field time based on the selected schedule.
- d. National Anthem before each game. Review if they are live performances or recorded music.
- e. Team introductions (if necessary). Introductions are conducted only for the first games in which teams compete and the championship game. Visiting team is introduced first (support personnel/assistant coaches/non-starters (numerically)/starters (line-up order)/head coach, go to a spot down the foul line next to the base of the designated visiting team dugout for the first person introduced proceeding toward home plate. The home team shall be introduced in the same manner down the foul line next to the base of the designated home team dugout. Both teams should stay on the field until after the conclusion of the National Anthem.
- f. Schedule between games (minimum 55 minutes). This should allow a 10-minute warm-up period before the home team takes infield.
- g. Lineups. The unofficial line-up cards should be turned in no later than one hour prior to the start of the game through the sports information director (to the official scorer). The official line-up will be exchanged at the home plate meeting during the pregame conference with the umpires.
- h. Videotape policies. The use of analytical or data collection camera systems are prohibited. Teams may still use a video recording device but should not be transmitting any data or video during the game. They can only video from the designated scouting seats.
- i. Video review (all rounds). Reference page 13 and Appendix F in the Preliminary-Rounds Participant Manual.

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- j. Confirm uniforms. Determine all jersey color options for each team. Ask designated home team for games one and two what uniform jersey color they will select. You should then ask the designated visiting team what uniform jersey color they will select (must be contrasting color).
  - k. Reminder about designation of home team after the first day. The NCAA Site Representatives will let each team know as soon as possible if you are the home or visiting team for your next game. There are guidelines used on page 10-11 of the Preliminary-Round Participant Manual and a coin flip sometimes may be necessary.
  - l. Team parking. Refer to the host institution tournament manager to discuss.
  - m. Clubhouse usage and restroom policy. Review this policy found on page 20 of the Preliminary-Round Participant Manual.
  - n. No electronic communication devices in dugout (bullpen phone exception). Reminder that no cell phones or televisions are permitted in the bullpens or dugouts. Ask the host institution tournament manager if there are bullpen phones. If not, the host institution must provide two-way hand radios to serve as the bullpen phone.
  - o. Inclement weather guidelines and scenarios. Various scenarios are found on pages 11-13 of the Preliminary-Rounds Participant Manual. Inquire if the host institution has connections with a local meteorologist who might also be on-site/on-call. Confirm again who will be tracking the weather the entire tournament. Remind everyone that as you are discussing potential new start or restart times, it is critical that all parties (e.g., event staff, coaches, media coordinators, umpires, ESPN production truck, etc.) understand those times must be approved by the NCAA staff before anything is official or released publicly. The process for getting those times approved is for the NCAA Site Representative(s) to contact the NCAA Command Center for approval. Communicate any new official start/restart times with the host institution tournament manager and directly with the team administrators.
7. Media/Sports Information. Refer to the host institution media coordinator to address all these items below.
- a. Game statistics.
  - b. Interview policy/in-game television interviews/cooling-off period/SID's role (explain coaches and student-athletes must be available for postgame conferences).
  - c. Television/radio.
  - d. All-tournament team (regionals only) – listing only (nothing tangible distributed).
  - e. Line-up cards.
8. Sports Medicine. Refer to the host institution athletic trainer to address all these items below.
- a. Athletic training staff.
  - b. Athletic training room.
  - c. Physician availability/hospital.
  - d. Concussion management policy.

9. Support Services

- Laundry. Refer to the host institution if they are offering any such service to the participating teams (this is not required).

10. Drug Testing Statement. **NOTE: THIS STATEMENT MUST BE READ VERBATIM AT THE PRE-CHAMPIONSHIP MEETING:**

NCAA drug testing is a possibility at any and all NCAA championships rounds and sites. However, as a best practice, the NCAA will not announce whether or not drug testing will occur at any specific venue.

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.

11. Misconduct.

a. 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.

These actions could be en route to, from or at the locale of the competition or practice site. This could also extend to the team hotel, etc.

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 games of a 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 following this action.

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There is a myriad of penalties for misconduct that are listed in NCAA Bylaw 31.1.10.3.

- b. Tobacco. The use of all tobacco products by student-athlete and game personnel (e.g., coaches, umpires, athletic trainers, managers, etc.) is prohibited at the site of game competition per the NCAA Baseball Rules (Rule 3-11). The penalty is disqualification of the

offending individual and the head coach for the remainder of the contest. Team personnel other than the head coach will also serve a one game suspension.

12. Questions.

13. Adjournment.



## Appendix C • Teleconference Agenda with Teams and Host



### 2023 NCAA DIVISION I BASEBALL CHAMPIONSHIP

This is an agenda for a **CONFERENCE CALL** between participating teams' administrators, head coaches (or representative), sports information representatives and NCAA site representatives for NCAA Division I baseball regional and super-regional competition.

1. Introductions and Welcome. **Congratulations to all four teams and their head coaches for outstanding seasons and for being selected for this year's Division I Baseball Championship.**
  - a. Participating institution roll call. **Identify each team and their respective seed and who is in attendance.**
  - b. NCAA site representatives. **Introduce both the primary and assistant site representative.**
  - c. Host institution – tournament manager and staff. **List person's name, have them introduce themselves.**
  - d. Exchange cell phone numbers (head coach, main team contact, tournament manager, NCAA site representatives, etc.).
2. Team Travel – estimated arrival day and time. **Check with each team on their travel plans (date, time, etc.) to the site.**
3. Team Lodging Arrangements.
  - **Allow host to share the hotel properties reserved for each visiting team.**
  - **Allow for visiting teams to ask any lodging questions.**
4. Team Rosters.
  - a. Credentials (all non-uniformed personnel must be properly credentialed). **Host confirms when team credentials will be distributed.**
  - b. Official travel party (35).
  - c. Squad size (27).
  - d. Dugout limit (40 + bat handler). **Increase for 2023.**
  - e. Bat handler – must be 13 years of age or older. Bat and ball handlers must wear a protective helmet on-field regardless of age.
  - f. Check for any suspensions.
5. Practice – provide on-site practice schedule and availability of off-site practice locations. **Site rep and host tournament managers share/confirm Thursday practice times/location.**
6. Bat Testing Procedures.
  - **All bats that will be used during the regional/super regional must be bat tested.**
  - **Site reps and tournament manager will conduct the bat testing.**
  - **Team must bring any bat that they will use during games to be tested.**
  - **Bats that pass will receive a sticker signifying they have passed.**
  - **Bats that don't pass should be confiscated until the team has been eliminated or the end of the regional.**
7. Pre-Game Batting Practice.
  - a. Shorts are permissible. **They must be institutionally-issued apparel, and all team members must wear the shorts during practice.**

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- b. Batting practice jersey/shirts – game numbers required, at least six inches tall and on the back of the jersey/shirt. The height of the numbers was a new requirement back in 2018.
  - c. 2<sup>nd</sup> game of the day or if inclement weather. This will depend on the game schedule at each respective site. Communicate with the host institution and their grounds crew to determine whether hitting on the field would even be an option at your site for the second game of a day. If not, the host institution tournament manager should inform everyone where batting practice will take place for the second game.
8. Game Administration.
- a. Pregame format (2:15 natural grass field; optional 2:00 for all artificial turf field). At the administrative meeting the host institution will need to determine whether they will use the standard schedule, or the optional alternate schedule if they have an all artificial-turf field.
  - b. Schedule between games (minimum 55 minutes). Should the previous game run long, there will be a minimum of 55 minutes between games. This should allow for a 10-minute warm-up period before the home team takes infield.
  - c. Uniforms.
    - 1) Each team must bring two sets of jerseys of contrasting colors.
    - 2) Determine Game 1 and 2 uniform colors (home team first pick, visiting team must select a contrasting color). Ask each home team which color uniform they will wear, then have the visiting team tell you which contrasting color they will wear. Site rep should make sure they are actually contrasting.
  - d. Determination of home team. Confirm home and visiting teams for Games 1 and 2. For the remaining games reference the Home Team Determination policy in the Participants Manual.
  - e. Designation of home and visiting team dugouts. The host institution must designate whether the first or third base dugout will be the designated home team dugout throughout the tournament. Please review the other provisions found on page 20 of the Preliminary- Rounds Participant Manual. At the administrative meeting dugout determinations should be finalized and communicated to all teams.
  - f. Video review – all rounds. For all rounds, Video replay review will occur. Reference page 13 and Appendix F in the Preliminary-Rounds Participant Manual.
  - g. Non-participating team seating (regionals only). Host institution should share the designated location for non-participating team seating.
  - h. Scouting seats – for games not participating in. Two scouting seats will be provided for each team in the regional.
  - i. Participating teams – seats for charting pitches (your game only). Two seats for charting pitches will be reserved for both teams participating in each game.
  - j. Electronic communication devices are prohibited in the dugouts. Violations may also be treated as potential misconduct (bullpen phone exception). Reminder that no cell phones or televisions are permitted in the bullpens or dugouts. Ask the host institution tournament manager if there are bullpen phones. If not, the host institution must provide two-way hand radios to serve as the bullpen phone.
  - k. Tickets (team allotments) – they must be held until 10 a.m. local time on the day of the game before they can be released back for sale to the general public. If the host ticket manager is on the call allow them to provide any ticket information.
9. Media/Sports Information. Refer to the host institution media coordinator to address all

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these items below.

- a. Team credential pick-up.
  - b. Press guides (sports information representatives should bring an ample supply to site).
  - c. Interview policy/cooling-off period/SID's role (explain coaches and student-athletes must be available for postgame press conferences).
  - d. Television/radio (those requesting media credentials must contact the host institution).
  - e. Institutional videographer policy.
10. Sports Medicine. Refer to the host institution athletic trainer to address all these items below.
- a. Athletic training staff.
  - b. Athletic training room.
  - c. Physician availability/hospital.
  - d. Concussion management policy.
11. Support Services (determine any special services that the host will be able to provide teams). Refer to the host institution to see if they are offering any such service to the participating teams (this is not required).
12. Pretournament Administrative Meeting – determine date, time and location. Confirm date and time of the pretournament meeting.
13. Misconduct – NCAA Bylaws 31.02.4 and 31.1.10 (will be covered at pretournament meeting). Reference the NCAA Bylaws regarding misconduct. Let them know further information will be provided at the administrative meeting.
14. Questions.
15. Adjournment.

## Appendix D • 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.

| 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.

**Approvals > Approving Expense Report**

Expense Report

Event dates: 02/11/2015 - 02/11/2015  
 Purpose of trip: Site visit  
 Location: San Diego, CA  
 Travel dates: 02/10/2015 - 02/11/2015

Expenses

| Expense                | Unit   | Amount | Receipt | Notes |
|------------------------|--------|--------|---------|-------|
| Per Diem 2 day(s) * 75 | 150.00 |        |         |       |

Select To Add Expense

- 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.

**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  |        |         |       |

Select To Add Expense

- Meals
- Lodging
- Mileage @ 0.53
- Ground Transportation
- Airfare
- Other
- Baggage
- Select Pay To

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.

**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    |                             |                                    |
| Lodging                |      | 102.35 | Browse... No file selected. | stuck in connecting city overnight |

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.

**Pay To**

Self

**Mailing Address**

No tax address is configured

Add Address

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

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.

Address Change

Social Security Number

Address Change

Address 1

Address 2

City

State

Postal code

Country code

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.

Per Diem 4 day(s) \* 75

300

Mileage @ 0.53

400

212

Remove

Lodging

102.35

Browse...

No file selected.

stuck in connecting city overnight

Remove

Add Expense Report Line

Pay To

Self

Mailing Address

|             | Current Address | Unapproved Update |
|-------------|-----------------|-------------------|
| Address 1   |                 | 123 Main St       |
| City        |                 | Anytown           |
| 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.

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 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 | 071923450    |                   |
| Account number | 123852       |                   |

[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.





Pay To: Organization

Select Organization: A

- AMERICAN BASEBALL COACHES ASSOCIATION
- AMERICAN BAR ASSOCIATION
- AGNES SCOTT COLLEGE
- ALFRED UNIVERSITY
- AURORA UNIVERSITY

Staff Notes

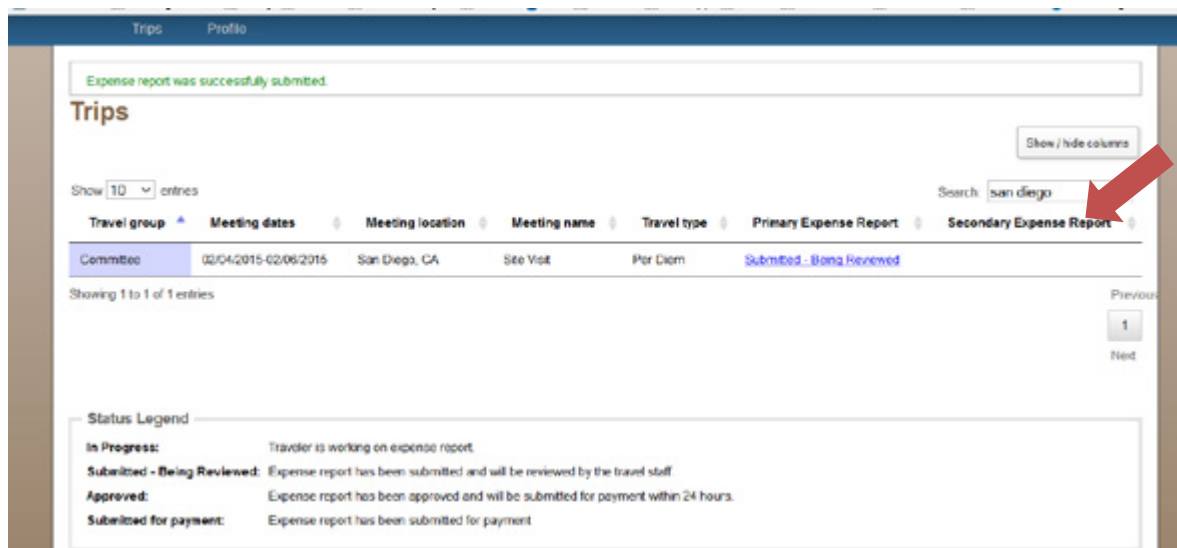
Note Created by

Add

Update Expense report Submit Trips

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.



Expense report was successfully submitted.

### Trips

Show 10 entries

Search: san diego

| 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    | Submitted - Being Reviewed |                          |

Showing 1 to 1 of 1 entries

Previous 1 Next

Status Legend

- In Progress:** Traveler is working on expense report.
- Submitted - Being Reviewed:** Expense report has been submitted and will be reviewed by the travel staff.
- Approved:** Expense report has been approved and will be submitted for payment within 24 hours.
- Submitted for payment:** Expense report has been submitted for payment.

If you have trouble using the system, please contact the travel department at [travel@ncaa.org](mailto:travel@ncaa.org) or 317-917-6757.

## Appendix E • 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 lightning 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 suspect 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

### DAANGEROUS LOCATIONS

Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. Typically, anything referred to as a “shelter” is not safe from lightning. Dugouts, refreshment stands, open press boxes, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are unsafe and may actually increase the risk of lightning injury. Other dangerous locations include high ground, bodies of water (pools, ponds, lakes) and areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people.

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-warning 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.

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