



2024 DIVISION I
BASEBALL
CHAMPIONSHIP

HOST OPERATIONS
2023-24 MANUAL

Division I Baseball

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INTRODUCTION

This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee and the NCAA. The primary objective of each individual involved in the administration of the championship shall be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and championship attendee.

DEFINITIONS

Championship: Postseason competition conducted by the NCAA in a particular sport, in which eligible student-athletes and teams of active member institutions compete to determine the division champion (or National Collegiate champion in sports that do not have a separate division championship) in that sport.

Governing Sport Committee: The NCAA membership committee responsible for developing policies and procedures governing the administration and conduct of the championship under its jurisdiction, subject to the approval of the applicable division's governance structure and the requirements, standards and conditions prescribed by NCAA Bylaw 31.

Host Institution/Conference: An active NCAA member institution and/or conference selected to serve as host for a championship. The host shall administer the finances of an NCAA championship in accordance with the institutional/conference championship budget, as submitted during the selection process and approved by the governing sport committee.

Local Organizing Committee: A local organization formed in the city where a member institution/conference proposes to host an NCAA championship, to provide to the NCAA services and assistance in connection with the various activities related to the championship. The host institution/conference must be a part of the leadership of the local organizing committee.

NCAA Championship Manager The staff member(s) representing the NCAA championships and alliances staff assigned to serve as the administrator(s) for a championship.

ROLE OF NCAA

The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA partners, will lead the planning efforts, management and execution of all NCAA championships and events. The NCAA will oversee all aspects of the championship and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, hospitality functions and social events, in venue entertainment, fan and sponsor events, broadcast programming, youth events, as well as many other aspects.

The NCAA will work closely with the host institution/conference, competition venue and local organizing committee to ensure that the championship provides a positive and rewarding experience for student-athletes and fans.

ROLE OF GOVERNING SPORT COMMITTEE

The NCAA's core purpose, values and envisioned future provide the framework for all actions in the committee's administration of the championship and its stewardship of the game. Within the framework and spirit of its charge, the governing sport committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the NCAA Division I Board of Directors.

NCAA DIVISION I BASEBALL COMMITTEE

The administration and conduct of the NCAA Division I Baseball Championship shall be under the immediate jurisdiction of the NCAA Division I Baseball Committee. Members of the committee are the following:

<p>Michael Alford Director of Athletics Florida State University</p>	<p>Jay Artigues Director of Athletics Southeastern Louisiana University</p>
<p>Mike Buddie Director of Athletics U.S. Military Academy</p>	<p>Scott Dolson Director of Athletics Indiana University, Bloomington</p>
<p>Jon Gilbert Director of Athletics East Carolina University</p>	<p>Mark Harlan Director of Athletics University of Utah</p>
<p>Matt Hogue, chair Director of Athletics Coastal Carolina University</p>	<p>Nathan (Nate) Pine Director of Athletics U.S. Air Force Academy</p>
<p>TBD</p>	<p>TBD</p>

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Section 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Alcoholic beverages (beer, wine, malt beverages or other alcoholic beverages with similar alcohol by volume content – i.e., ciders, seltzers) may be sold and dispensed at NCAA Division I and National Collegiate championship and ancillary events, provided that the host, venue, and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages;
 - Eligibility for the sale and distribution of alcoholic beverages;
 - Indemnity, warranty, and insurance obligations; and
 - Verification.
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by the NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.
- Agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect, or other expenses, such as overhead, marketing, fulfillment, general and administrative, interest, or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.
- Following the championship conclusion, provide the NCAA with certain information regarding the concessions activity—including gross sales, direct costs, and applicable taxes—for food, non-alcoholic beverages, and alcoholic beverages sold during the event.
- Execute, as part of the bid submission, the applicable policy and agreement documents maintained in the NCAA Championships Bid and Profile System.

General

The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary events.

The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.

An economic impact study can be executed at an NCAA championship to examine the effect of the championship(s) on the local economy. In some cases, the NCAA will conduct an on-site study and will provide the data to the host once the study is completed. In other cases, the NCAA will support the hosts' efforts to execute a study. This can be done using the hosts' own approach/tools or the NCAA's Economic Impact Study "In-a-Box" tool.

TOBACCO PRODUCTS

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the ADA. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

If the host institution/conference receives a request for an accommodation, which may require input from the NCAA, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to address the request.

Section 3 • Championship Format

BRACKET FORMAT

The championship provides for a field of 64 teams. Thirty conference champions qualify automatically; the balance of the field is selected at-large by the NCAA Division I Baseball Committee.

Sixteen four-team regionals will be conducted with the winners advancing to eight two-team super regionals. Winners of the eight super regional tournaments will qualify for the Men's College World Series in Omaha, Nebraska. All regional tournaments will be double-elimination. The super regionals will be best-of-three series. The brackets used for the traditional Friday through Monday regional competition may be found in Appendix A.

BRACKETING/PAIRING

Except for the 16 No. 1 regional seeds, the pairings for the regionals, whenever possible, will be based on closest geographical location of the teams to the tournament sites. Teams may be moved outside their regions, if necessary, to balance the bracket, or if the proximity to an opponent outside the region would be comparable and a better competitive match-up would occur. Teams from the same conference will be placed in different regionals.

The top 16 teams nationally will be seeded #1-16. The bracket will be developed such that if all 16 seeded teams (No. 1 seeds) were to advance from the regional to the super regional round, the super regional match-ups would involve #1 vs. #16, #2 vs. #15, #3 vs. #14, #4 vs. #13, #5 vs. #12, #6 vs. #11; #7 vs #10, #8 vs. #9.

Super regional pairings are determined by the initial placement of teams on the bracket. Two winners of regional competitions will meet in one of eight super regional tournaments.

REGIONAL FORMAT

The procedures outlined below shall be used in the conduct of all 16 regional competitions.

The regionals must start the Friday after Memorial Day and will be conducted over a four-day period. There might not be a game played on Monday, provided the "if necessary" game is not needed. All regional competition should ideally be completed not later than the Monday before the start of super regional competition.

For all regional competitions, the following procedure will be observed:

Day 1

Game 1 - No. 1 vs. No. 4

Game 2 - No. 2 vs. No. 3

Day 2

Game 3 - Loser of Game 1 vs. Loser of Game 2

Game 4 - Winner of Game 1 vs. Winner of Game 2

Day 3

Game 5 - Winner of Game 3 vs. Loser of Game 4

Game 6 - Winner of Game 5 vs. Winner of Game 4

Day 4

Game 7 (if necessary) - same teams as in Game 6

For the first day of competition only, the host institution for a regional competition may request the playing order for the two games that day. However, final determination of game order will be determined by ESPN in consultation with the NCAA. It should be noted that the pairings in the bracket may not be altered and the game times during the remainder of the tournament may not be adjusted. Please note that the Baseball Committee, in conjunction with the televising network, may adjust the dates and times of regional games. If an institution selected to participate in the championship requires any religious accommodations, such a regional would begin on a Thursday. The game times and game order will be publicized in conjunction with the championship bracket announcement on Monday, May 27.

If, for unforeseen circumstances, it becomes impossible to complete a regional round and advance a team to the super regional based on the results on the field the NCAA Division I Baseball Committee will determine the team advancing to the super-regional using the criteria listed in Appendix H.

SUPER REGIONAL FORMAT

The procedures outlined below shall be used in the conduct of all eight super regional competitions.

The super regionals will start either the Friday or Saturday after regional competition (four super regionals will begin Friday and the other four super regionals will begin Saturday) and will be conducted over a three-day period (if necessary). Super regional competition should ideally be completed not later than the Monday before the start of the Men's College World Series. The inclement weather guidelines for super regional competition are also listed in this manual.

For all super regional competitions, the following procedure will be observed:

Day 1 – Game 1 – Team A vs. Team B

Day 2 – Game 2 – Team A vs. Team B

Day 3 – Game 3 (if necessary) – Team A vs. Team B

If, for unforeseen circumstances, it becomes impossible to complete a super regional round and advance a team to the Men's College World Series based on the results on the field the NCAA Division I Baseball Committee will determine the team advancing to the Men's College World Series using the criteria listed in Appendix H.

GAME TIMES

As a general guideline, no game should start later than 11 p.m. (local time). In addition, a game shall not start on a Sunday before noon (local time).

Prospective hosts shall submit their preferred starting times for all games and Day One preferred game order. However, the finalized regional game times and Day One game order shall be determined by the NCAA and ESPN. It should be noted that the pairings in the regional bracket may not be altered during the remainder of the tournament. The Baseball Committee, in consultation with ESPN, may adjust the dates and times of regional games. The game times and game order for regionals will be publicized in conjunction with the championship bracket announcement on Monday, May 27.

Prospective super regional hosts shall submit their preferred starting times for all three potential super regional games. However, the finalized super regional days and game times shall be determined by the NCAA and ESPN. The Baseball Committee, in consultation with ESPN, may adjust the dates and times of super regional games. The game times and game order for super regionals will be publicized in conjunction with the super regional bracket release on Tuesday, June 4.

PLAYING RULES

Per NCAA Bylaw 17.33, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sport committee, the adopted playing rules shall be used. The governing sport committee will not consider any results for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.

The 2023 and 2024 NCAA Baseball Rules Book shall be used for championship play.

Section 4 • Championship and Prospective Host Information

The following information is provided to assist those member institutions that are interested in serving as a host for regional and super regional competition in the 2024 NCAA Division I Baseball Championship. **Please review this information, submit or upload the necessary forms/documentation to the NCAA Championship Host Bid portal (championships.ncaa.org) by the end of the day Monday, May 20.**

Please contact Chad Tolliver (317-917-6706; ctolliver@ncaa.org) with any questions regarding the proposed budget process.

REFERENCES

NCAA Bylaw 31 of the 2023-24 NCAA Division I Manual. The manual is on the NCAA [website](https://www.ncaa.org).

The 2024 NCAA Division I Baseball Pre-Championship Manual has been posted on the Division I Baseball page on [ncaa.org](https://www.ncaa.org).

CRITERIA - REGIONAL SITE SELECTION

In addition to the criteria listed in Bylaw 31, the Division I Baseball Committee reviews the following criteria when selecting regional sites:

- Regionals may take place at on-campus or approved alternate sites.
- The committee shall attempt to place regional tournaments so that maximum national balance can be obtained, preferably at least one regional in each of the five Division I baseball regions.
- Prospective host institutions must submit a minimum financial guarantee of \$50,000, which shall be 75% of the estimated net receipts as submitted on the hosting proposal (online proposed budget and financial report form).
- Once the guarantee is met, the committee shall consider additional criteria as listed in Bylaw 31, such as quality and availability of the facility and other necessary accommodations, attendance history and potential and geographical location.
- Lights are highly recommended at all prospective regional sites. These lights should meet the NCAA standards found at: [NCAA.com/news/ncaa/article/2013-11-21/ncaa-best-lighting-practices](https://www.ncaa.com/news/ncaa/article/2013-11-21/ncaa-best-lighting-practices).
- The committee will consider previous crowd control and behavior of the prospective host institution.

CRITERIA - SUPER REGIONAL SITE SELECTION

In addition to the criteria listed in Bylaw 31, the Division I Baseball Committee reviews the following criteria when selecting super regional sites:

- Super regional competition shall take place at on-campus or approved alternate sites.
- Prospective host institutions must submit a minimum financial guarantee of \$35,000, which shall be 75 percent of the estimated net receipts as submitted on the hosting proposal (online proposed budget and financial report form). The \$35,000 minimum applies to both two-day and three-day super-regional competition.
- Consideration for hosting shall be given to the better seed, including the 16 national seeds, if a suitable hosting proposal has been received (i.e., meets financial guarantee and quality of facility criteria). If the better seed has not submitted a proposal, the lower-seeded team will host if its proposal is acceptable.
- If the super regional match-up is between equally seeded teams, the committee shall review the hosting proposals according to the site selection criteria (i.e., quality and availability of facility, revenue potential and other available accommodations) to determine the host. If only one team has submitted a hosting proposal, that team shall host if the hosting proposal is acceptable.

- Lights are highly recommended at all prospective super regional sites. These lights should meet the NCAA standards found at: [NCAA.com/news/ncaa/article/2013-11-21/ncaa-best-lighting-practices](https://www.ncaa.com/news/ncaa/article/2013-11-21/ncaa-best-lighting-practices).
- The committee will consider previous crowd control and behavior of the prospective host institution.

BID MATERIALS

The following bid materials should be submitted or uploaded to the NCAA Championships Host Bid portal (championships.ncaa.org) by the end of the day Monday, May 20:

- Proposed Budget/Financial Report Forms (*submitted via the Championships Host Bid portal*).
- Key Contact Form (*submitted via the Championships Host Bid portal*).
- Facility Profile Form (*submitted via the Championships Host Bid portal*).
- Stadium seating map - showing visiting team seating locations (*uploaded to Championships Host Bid portal*).
- Safety and security plan (*uploaded to Championships Host Bid portal*).
- Safety and security key contact forms – Appendix A of Best Practices for Venue Safety and Security (*uploaded to Championships Host Bid portal*).
- Television questionnaire (*submitted via the Championships Host Bid portal*).
- Various stadium photos (*uploaded to the Championships Host Bid portal*).
 - General stadium photos.
 - Photos of proposed television camera locations.
 - Photos of proposed television announce position.
 - Photos of proposed dugout location for Regional and Super Regional Video Review Headset Assistant.
- Regional Starting Times Form (*uploaded to Championships Host Bid portal*).
- Super Regional Starting Times Form (*uploaded to Championships Host Bid portal*).
- Professional lighting survey (*uploaded to Championships Host Bid portal*).
- Power verification form (*uploaded to Championships Host Bid portal*).
- Certificate of insurance (*uploaded to Championships Host Bid portal*).

PROPOSED BUDGET/FINANCIAL REPORT FORM (ONLINE)

The procedures below are to be followed when completing the online proposed budget/financial report form.

Note: One form is to be used for the submission of a proposed budget and the financial report at the conclusion of the competition. An online budget form must be submitted for each round of competition.

Approval. A prospective host institution must submit an online hosting proposal for approval by the NCAA national office before it may be considered by the NCAA Division I Baseball Committee as a regional or super regional site. It should be noted that no other games (e.g., minor league baseball games) should be played during the same weekend in the competition venue where any regional or super regional competition will be conducted. **Note: If you are interested in hosting a super regional, two online proposed budgets (super regional two-day budget; super regional three-day budget) must both be submitted.**

Host Honorarium (Institutional Allowance). Please review Bylaw 31.4.4 for more information regarding institutional allowances for hosting a preliminary-round of the Division I Baseball Championship.

Minimum Financial Guarantee. In order to be considered by the Division I Baseball Committee, all prospective host institutions are required to submit a minimum financial guarantee of \$50,000 (regionals) and \$35,000 (super regional

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two-day and super regional three-day), which shall be 75% of the estimated net receipts listed on the online hosting proposal. Once the minimum guarantee is met, the committee will review the other site selection criteria to determine the regional and super regional sites.

No Adjustments. No adjustments may be made to the budget once it has been submitted to the NCAA national office without the prior approval of the NCAA primary liaison or the secondary staff liaison (game management). Any adjustments must be requested in advance of the actual competition.

Unbudgeted Game Expenditures. “Unbudgeted disbursements” are no longer allowed in NCAA championships financial reports. Therefore, all lodging expenses for the umpires and the two NCAA site representatives must be included in your budget. Umpires fees, per diem and travel expenses do not need to be included nor do the per diem and travel expenses for NCAA site representatives. The NCAA will pay these expenses directly.

Other Considerations. The following should be considered when completing the online proposed budget:

Baseballs. The NCAA will forward 42 dozen Rawlings FSR1NCAA baseballs to each regional site and 18 dozen baseballs to each super regional site. Baseballs are not considered as a game expense item. However, if the supply of baseballs is depleted and additional balls are needed, the host institution may purchase additional Rawlings FSR1NCAA baseballs, with the approval of the NCAA national office, and charge them as a game expense item.

Bat testing – all rounds. Again in 2024, bat testing will occur at all regional and super regional sites. The host institution will be responsible for securing the Baseball Bat Tester and Baseball Bat Ring. If a host site does not already have a bat testing unit and/or bat ring, they will be required to purchase them from Bat Testing Solutions (www.barrelcompression.com). Bat Testing Solutions will charge \$1,350 for the bat testing unit and \$100 for the bat ring (plus shipping charges). These charges are the sole financial responsibility of the host institution and should not be included in any proposed budget item.

Each host institution will need to purchase the bat testing unit and/or bat ring only after the regional and/or super regional host institutions have been announced.

Regional and super regional hosts must place their order via debit or credit card no later than Noon Eastern time on Tuesday, May 28. Super regional hosts must place their order by Noon Eastern time on Tuesday, June 4. It is recommended for host institutions to select FedEx as the overnight delivery option.

Bracket - Regional. The Division I Baseball Championship Regional Bracket is attached as Appendix A.

Equipment. The host institution must provide all necessary equipment to conduct the competition. No permanent equipment may be purchased for the regionals or super regionals and charged as a game expense item.

For all rounds, the host institution will need to install a phone line (with long distance dial-out capabilities) in one of the dugouts on the end closest to home plate for the video review communication equipment.

The host institution may not assess any phone line set-up charges.

Video Review Headset Assistant (Regionals and Super Regionals). During both the Regionals and Super Regionals this year, the host institution will be responsible for providing an individual to serve as the “Video Review Headset Assistant” to assist with the video review (previously referenced as instant replay) communication process.

Internet Communications. Prospective host institutions must have a high-speed Internet connection with the latest version of the statistical software as set forth by the NCAA media services group. The host institution must also provide the personnel necessary to coordinate live statistics with NCAA.com.

NCAA site representatives. The NCAA Division I Baseball Committee will assign two NCAA site representatives to each regional and super regional site. The host institution shall provide payment for their lodging. NCAA site representatives lodging should be budgeted for and included in your proposed budget expenses.

Once an institution is designated as one of the hosts for regional or super regional competition, the NCAA national office will provide the NCAA site representatives with a link to submit their expenses to the NCAA online. Any questions about this process should be directed to Chad Tolliver (ctolliver@ncaa.org or 317-917-6706).

Number of Sessions. Each game in regional and super regional competition shall be sold as a separate session. An all-day ticket is allowed at regional sites as long as the price for an all-day admission equals the minimum price times the number of games played that day. An all-session ticket at a discounted price is also permissible.

Order of Games. On the first day of competition, the host institution may request to adjust the game order. All game orders will ultimately be determined by the NCAA and ESPN. It should be noted that the pairings in the bracket may not be altered, and the game orders during the remainder of the tournament may not be altered.

Other Personnel. The host institution shall provide payment for the services of other necessary personnel and list those services on the online proposed budget. Per NCAA Baseball playing rules (Rule 3-5), each championship host site is required to assign an official scorer for each regional and super regional game. The official scorer for each game shall be appointed by the tournament manager, and their duties shall be as outlined in the 2023 and 2024 NCAA Baseball Rules Book (Rule 10-1).

It should be noted that regularly salaried athletics department staff members may not be provided salaries or stipends.

Programs. Learfield Publishing, has been contracted to provide programs; therefore, do not include expenses or receipts for programs in the online proposed budget. Host institutions are normally required to provide program vendors to sell the programs; however, this is not needed for the 2024 championship as the regional and super regional programs will only be produced digitally.

Promotion. There is a \$5,000 cap on reimbursable promotion budget expenses that may be submitted on the proposed budget for the regional and super regionals in the category of advertising.

Ticket Prices. Minimum ticket prices for regional competition shall be \$8 for reserved, \$6 for general admission, \$4 for students and \$9 for box seat tickets. Minimum ticket prices for super regional tournaments are \$10 for reserved, \$7 for general admission and \$4 for student tickets. Please refer to the 2024 NCAA Division I Baseball Pre-Championship Manual for additional information regarding tickets. The NCAA national office must approve all ticket prices.

Tickets – Visiting Teams. Two hundred (200) tickets must be held for each visiting team at regional sites for the games in which a given team participates. All of these tickets must be in an area between first and third bases. At super regional competition, 600 tickets must be held for the visiting team. 400 of these tickets must be located in an area between first and third bases. The remaining 200 tickets should be located in contiguous block(s) of reserved seating section(s) of the stadium. Visiting team fans should not be provided with any restricted-view seating. The tickets must be held until 10 a.m. local time on the day of the game for the participating team(s) for the games in which they participate in the regionals and super regionals. **A stadium map denoting the locations of these tickets must be uploaded to the NCAA Championships Host Bid portal (championships.ncaa.org) as part of the bid materials not later than 5 p.m. Eastern time, Monday, May 20.**

Tickets – General Public Ticket Holds. Host institutions are required to hold a block of 100 tickets to be sold to the general public. Any tickets in this hold that are not sold to the general public by 10 a.m. local time on Wednesday preceding the respective regional or super regional may be sold by the host institution as necessary.

Tickets – NCAA Ticket Holds. Host institutions are required to hold a block of 15 tickets for any request coming directly from the NCAA national office. Any tickets in this hold that are not requested by the NCAA by 10 a.m. local time on Wednesday preceding the respective regional or super regional may be sold by the host institution as necessary.

Tickets – Student Ticket Prices For Visiting Teams. Ticket prices for students of the participating teams shall be consistent for students of all teams at that particular site.

Umpires. The NCAA Division I Baseball Committee will assign six umpires to each regional tournament and four umpires to each super regional tournament.

The host institution should be responsible for the umpires' lodging costs (room and tax only). The host institution should work with the hotel to set up a direct bill back to the institution for these charges. Hotel rooms for umpires should be reserved through the final possible night of competition at your site. Umpire lodging costs should be budgeted for and included in your proposed budget expenses.

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The NCAA will reimburse the umpires through RefQuest Plus (RQ+) for their games fees, travel expenses and per diem via the online payment system RQ Pay. NCAA staff will coordinate all RQ Pay details directly with the umpires.

FACILITY PROFILE (ONLINE)

The facility profile to be considered for hosting NCAA regional or super regional competition is available online at the following NCAA website (championships.ncaa.org). **This information is to be completed not later than the end of the day, Monday, May 20.**

FINANCIAL REPORT (ONLINE)

Within 60 days of the completion of the regional or super regional, the online financial report must be submitted electronically to the NCAA national office. Failure to meet this deadline will result in a financial penalty. **This form is available in the Championships Host Bid portal (championships.ncaa.org).**

GAME TIMES

As a general guideline, no game should start later than 11 p.m. (local time). In addition, a game shall not start on a Sunday before noon (local time).

Regional Start Times. The Regional Starting Times form is available on and must be uploaded to the NCAA Championships Host Bid portal (championships.ncaa.org) by the end of the day Monday, May 20. All regional-round games will be covered on an ESPN platform (ESPN, ESPN2, ESPNU or ESPN+), Longhorn Network (LHN), SEC Network (SECN) or ACC Network (ACCN). Prospective hosts shall submit their preferred starting times for all games and Day One preferred game order. However, hosts should note that the finalized regional game times and Day One game order shall be determined by the NCAA and ESPN. It should be noted that the pairings in the regional bracket may not be altered during the remainder of the tournament. Please note that the Baseball Committee, in consultation with ESPN, may adjust the dates and times of regional games. The game times and game order for regionals will be publicized in conjunction with the championship bracket announcement on Monday, May 27.

The Longhorn Network shall only broadcast regional games featuring the University of Texas (should Texas be selected to participate in the championship). Those games broadcast by LHN will be available exclusively on LHN within the state of Texas. Outside of the state of Texas, those LHN games will be available via ESPN+. Additionally, SEC Network and ACC Network shall only broadcast regional games featuring SEC/ACC teams. Those games broadcast by SECN/ACCN will be available either 1) exclusively on SECN/ACCN; or 2) on SECN/ACCN in the SEC/ACC footprint exclusively and ESPN+ outside of the footprint.

Super Regional Start Times. The Super Regional Starting Times form is available on and must be uploaded to the NCAA Championships Host Bid portal (championships.ncaa.org) by the end of the day Monday, May 20. All super regional-round games will be covered on an ESPN platform (ESPN, ESPN2, ESPNU or ESPN+), Longhorn Network (LHN), SEC Network (SECN) or ACC Network (ACCN). Prospective hosts shall submit their preferred starting times for all three potential super regional games. However, hosts should note that the finalized super regional days and game times shall be determined by the NCAA and ESPN.

KEY CONTACT INFORMATION (ONLINE)

The key contact information must be completed listing the key personnel and their responsibilities for the regional or super regional. Submit the key contact information via the NCAA Championships Host Bid portal (championships.ncaa.org) online submission **no later than the end of the day, Monday, May 20.**

LIABILITY INSURANCE COVERAGE

Host institutions must maintain and provide proof of at least \$1 million of general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of general liability coverage. (This is the minimum requirement per NCAA bylaws).

If applicable, off-campus venues must also maintain and provide a minimum of \$1 million in general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The NCAA must be named as an additional insured.

All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This information must be provided via the Certificate of Insurance link in the bid portal. As this is a fairly new feature in the portal, all prospective hosts must upload their documentation once. Depending on the coverage, users must subsequently verify their documentation is still valid, or upload a new certificate once the previous version has expired.

No Game Expense. If it is necessary for the host institution to purchase liability insurance, the cost for the insurance may not be considered as part of the game expenses.

RENTAL VEHICLES

The NCAA will pay for the rental of cars for a predetermined number of umpires and NCAA site representatives. The umpires and site representative(s) who have been approved to rent cars will need to make their rental car arrangements through Short's Travel Management (866-821-8547). Short's will book their rental car reservation using Enterprise Rent-A-Car or National Rental Car. When using Enterprise or National, a direct bill to the NCAA will be set up to pay for the charges. In the event that Enterprise or National is not available in the particular area, another rental car company can be used. If another company is used, the umpire(s)/site representative(s) should pay for the charges and submit the receipt to the NCAA along with their expense reimbursement form.

Section 5 • Championship Presentation/Fan Engagement

BRANDING

Ancillary Events

The NCAA prohibits host institutions/conferences from conducting special ancillary entertainment activities for fans in conjunction with the championship. Should another entity (e.g., convention and visitor's bureau) elect to stage such activities, the following policies shall apply:

- All plans must be approved in advance by the NCAA.
- NCAA marks, logos, name or references to the championship or tickets may not be used.
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P).
- Such an activity may not take place on property controlled by the competition venue.

No entity may contact NCAA CC/Ps directly. All such contact shall be directed through the NCAA staff.

Logos

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA (CC/Ps) and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions, unless written approval is provided by NCAA Marketing. All and any proposed commercial advertising and promotions, if not by a CC/P, must be reviewed by NCAA Marketing staff prior to approval and production.

Public Address Scripts

The public address announcer scripts allow game management to keep the flow of the championship moving through the communication of important information to those in attendance. Communicate with your NCAA championship liaison to secure a PA script and run of show for the championship you are hosting.

Video Boards

The NCAA will provide video board content to sites that have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance. Please work directly with your NCAA championship liaison to identify if there is a Van Wagner producer assigned to you or if content should be downloaded from the Van Wagner box site directly (preliminary rounds).

Questions related to video board content logistics should be directed to:

Jacob Zink
Van Wagner
Telephone: 402-980-2159
Email: jacobtzink@vanwagner.com

Electronic Messages. No host or venue specific electronic messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Warner Media/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.

IN-VENUE ENTERTAINMENT

NCAA championship hosts are encouraged to explore in-venue entertainment options during the championship to keep fans engaged and excited and to enhance the atmosphere for both the fans and student-athletes. Various potential areas of in-venue entertainment and the guidelines associated with them are discussed below. Please discuss any forms of in-venue entertainment you would recommend with your NCAA staff point person for approval.

Break in action contests or promotions

Hosts should consider continuing regular season half inning contests and promotions or creating new, unbiased or non-sponsored versions of these promotions to use during NCAA championships upon approval from the NCAA staff point person. Entertainment can also include local performance groups. Guidelines and ideas for consideration:

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier and signed off by a member of the NCAA Corporate Relations staff).
- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- Must not negatively impact the championship playing surface in any way.
- No links or resemblance to gambling.
- Participants must be randomly selected.
- No bias toward or against any participating team.
- Campus and venue rules must be considered when developing the contest or promotion.
- NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from Event 1) make good prizes for these contests as prizes with commercial recognition would not be permitted.

National anthem singers

Hosts are encouraged to explore their resources to bring in local, regional or even nationally recognized celebrities or groups to sing the national anthem (e.g., state beauty pageant winners, recording artists with strong local ties, famous local choir groups or bands). Guidelines and ideas for consideration:

- Local groups or personal contacts who could provide this service at no cost are recommended.
- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team).
- A brief description and “thank you” for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included.
- Anthem should take two minutes or less to perform; however, please build extra time into the script for introduction and placement of the color guard (if applicable), and introduction/applause for the performer.

Enhanced team introductions

Examples of this could include using special music, inflatable tunnels, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced, etc. Guidelines and ideas for consideration:

- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- No bias toward or against any participating team and should be equally executed for all participating teams.
- Should be discussed with the NCAA point person in advance.

Affiliated award recognitions

If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite 90 award winner, coaches’ association player of the year winner, coach of the year). Please consult with the NCAA point person to determine appropriateness.

Military involvement

Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, fly-overs, parachute teams, precision drill teams, etc. Please see Military Involvement page for full description and guidelines.

MILITARY INVOLVEMENT

The NCAA is supportive of inviting the military to participate at NCAA championships if their involvement enhances the championship experience for student-athletes and fans while at the same time honoring the military in an appropriate and unobtrusive manner. At many NCAA championships, local or national military groups have been arranged by the host to perform pregame, during halftime or other breaks in the action. These performances have included, but are not limited to, national anthem performances (military singer, instrumentalist or band), color guard, presentation of large flags, fly-overs, parachute teams, precision drill teams, eagle releases around the national anthem, reunions of troops returning from overseas with their families, honorary recognitions, etc. Please discuss any forms of military involvement which you would recommend with your NCAA staff point person for approval.

Guidelines

- Involvement from military groups often requires substantial government paperwork. Fly-overs and parachute jumps will also require Federal Aviation Administration approval to be handled by the host. Please allow adequate lead time to coordinate.
- Involvement from national touring military groups such as the Air Force Wings of Blue or Army Golden Knights may require costs of travel such as hotel rooms, per diems, rental vehicles and even air travel if a military transport cannot be arranged.
- Host connections with local military bases may be more cost-effective in arranging military involvement.
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., “Let’s give a big round of applause for tonight’s performance from the United States Air Force Heartland of America Band... and for all of the American military service personnel who they proudly represent.”).
- Request for any type of presence on-site (e.g., booth space, interactive elements, inflatables, giveaway items or space within an NCAA fan festival) is not permitted unless discussed with your NCAA point person who would in turn discuss with the NCAA corporate relationships team.
- Campus and venue rules must be considered when developing the presentation.
- All performing or volunteering military groups should be provided complimentary access to watch the championship before or after their presentation if possible. Please discuss this with your NCAA point person.
- When several military groups are in attendance and recognized during one game/session of a multi-day championship, you may want to consider a theme night “Military Appreciation Day/Night.” This should be discussed with your NCAA point person. Marketing should also be involved if you do a theme night.

Section 6 • Commercialism/Contributors

SPACE REQUIREMENTS

Activation of Corporate Champion and Corporate Partner Program. The NCAA may request/require that certain areas of the competition site be made available for use by NCAA CC/P for the purpose of marketing/promotional events/activities. If such requests are made, the host institution will provide requested space or similar accommodations.

Local Organizing Committee Hospitality. If approved by the NCAA, the Local Organizing Committee (LOC) has the option to host specified events during the championship. Commercial identification of any kind at any LOC function is prohibited unless specifically approved by the NCAA. The NCAA must approve all uses of NCAA logos, names, or other graphics (including school logos). The LOC shall submit detailed proposals (e.g., location, date, time, food and beverage, entertainment, budget), to the NCAA for review and approval at least 60 days in advance of the event. Any such events conducted are conducted at the LOC's expense.

Other Functions. To enhance the experience for participating institutions, fans, and alumni during NCAA championships, the NCAA (in conjunction with a third-party agency) may facilitate an official hospitality program in or outside of the competition site.

PREMIUMS GUIDELINES

Competition Venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 120 days prior to the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.

Laser Pointers. Laser pointers of any kind.

Noisemakers. Artificial noisemakers of any kind including but not limited to, air horns, electronic instruments, inflatable noisemakers, etc. are not permissible. Facility personnel are responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

Promotional Items. Promotional items (e.g., cups, shakers, flags) with commercial slogans, identification or other unauthorized markings are not allowed on the premises inside or the surrounding areas that are to be used for practice, competition and/or ancillary events unless expressly approved by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc., except products sold/distributed by the NCAA or its vendors, may not be distributed on the premises. Demographic or other students may not be conducted unless approved in advance by the NCAA.

Signs, Flags, Banners. Large signs, flags or banners are not permissible. It is the facility personnel's responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted. In no case may a sign, flag or banner be affixed to the facility.

Video Camera/Still Camera Policies. Ticketed patrons shall not bring video equipment into the facility on game days. Still cameras with a lens no longer than four inches are permissible on any day.

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Turner and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

The host shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA corporate champions or corporate partners. All proposed commercial involvement must receive prior approval of the NCAA.

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 90 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

For more information and a current list of corporate champions and partners, please click on the following link:

[NCAA Corporate Champions & Partners](#)

LOCAL CONTRIBUTOR PROGRAM

Currently, local non-CCP corporate entities are not permitted to utilize the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).

Local contributors may only be referred to as "local contributors of the LOC". Local contributors may not use the word "official", "official sponsor of", or "corporate champion/partner" in any manner. Local contributors will not receive any in-venue or on-site recognition/branding/exposure, with the exception of small signage in private hospitality locations; in the souvenir (print or digital) game program, and/or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate Relationships staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.

NCAA TRADEMARKS

NOTE: These general guidelines do not include merchandise designs. All product designs must be submitted through the NCAA's licensing program administered by The Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff. [Click here for more information about the NCAA licensing program.](#)

1. ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.
2. [Click here for the most current list of NCAA licensed or owned trademarks.](#)
3. Downloads of NCAA logos may be obtained through the [NCAA Digital Library](#).
4. The NCAA's position on inclusion of ® and ™ marks is first and most prominent use.

The location of the trademark and how it is used is the primary factor in determining if a trademark symbol should be included in text. If the protected logo location is prominent and the primary focus on the page or product design, an ® or ™ in the text is not necessary. However, if the logo location is placed lower on the page or is secondary to the message being delivered, an ® or ™ in the text or header (first use only) should be inserted.

5. In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as "N-C-two-A" or in any other fashion.
6. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).
7. There may be no registration of or use of NCAA marks within internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: www.memberx.edu/ncaa.

Identification of commercially named venues on NCAA materials

- For the purposes of providing information about and promoting the location of an NCAA championship, the venue/competition site of any round of NCAA championships can be printed, in text-only, on any and all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics).
- The logo of a commercially named venue cannot be used on any materials bearing NCAA logos or trademarks.
- The venue's name and information (without use of logos) will also be included on the dedicated website that the NCAA will provide to sell tickets.

NCAA logo use by commercially named venues

For the purposes of providing information about and promoting the sale of NCAA tickets, the venue/competition site of any round of NCAA championships is permitted to display (subject to NCAA approval of the graphics) the championship site-specific logo as recognition of the event being held in its facility. The NCAA logo must be in the form of a link to a dedicated web page that will be established and/or assigned by the NCAA championship administrator to sell the NCAA tickets.

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
- The one-time logo use is limited to the site's "home web page" or "event web page."
- The NCAA logo must be placed in a location on the venue's web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially named venue). [This is because NCAA Corporate Champions/Corporate Partners and Turner/CBS have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).
- The venue is not permitted to claim to be "the home," a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championship staff cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

NCAA trademarked protection language:

NCAA trademarks benefit from consistent "source identification" to the public through basic legal language attributing ownership.

The legal statement should be used on "printed" materials of all types for all NCAA trademarks, except where there is agreement by key staff stakeholders that aesthetic or space limitations prevent legal language. The legal statement is NOT required when the NCAA blue disk or the word NCAA is used alone and part of NCAA-produced materials without any of the conditions below.

- Printed items that display logos of other business entities/organizations (i.e., corporate champions/corporate partners, network partners, official suppliers, official licensees, local organizing committees and NCAA members).
- Printed items that are produced to be "used" by other business entities/organizations including NCAA members and host institutions.
- Printed items produced for advertisement/promotional purposes (i.e., magazine and newspaper advertisements, NCAA souvenir publication advertisements, posters, newsletters).

The NCAA requires protection language as outlined below. This does not have to be prominently displayed language and is expected to be included as some form of "mouse print".

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Amanda Beall at abeall@ncaa.org or 317-917-6222.

For blue disc and/or secondary (word) mark, please use:

- NCAA is a trademark of the National Collegiate Athletic Association.

For blue disc/secondary marks plus another NCAA trademark, please use (for example):

- NCAA and March Madness are trademarks of the National Collegiate Athletic Association.
- NCAA, NCAA Sweet Sixteen and Road to the Final Four are trademarks of the National Collegiate Athletic Association.

DIVISION I BASEBALL

For Blue Disc/Secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):

- The NCAA, March Madness, Men’s Final Four and Women’s Final Four are trademarks owned by the National Collegiate Athletic Association. All other licenses or trademarks are property of their respective holders.

NCAA Licensed Trademarks:

College World Series and Women’s College World Series: The NCAA is the exclusive licensee of these marks, registered by Major League Baseball, in connection with the NCAA Division I Men’s Baseball Championship and the Division I Women’s Softball Championship.

All other licenses or trademarks are property of their respective holders.

Helpful Links:

[The NCAA’s Advertising and Promotional Standards](#)

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

OFFICIAL CHAMPIONSHIPS/LICENSEE SUPPLIERS

The NCAA licensing program is designed to ensure the quality and consistency of all of the NCAA’s Championship Event merchandise, protect the intellectual property of the NCAA and our member schools, and generate revenue to enhance programs that support NCAA student-athletes.

Any premiums and/or other merchandise that bear NCAA marks, brackets, taglines or other NCAA references must be produced by an official NCAA Licensee or NCAA Official Equipment Supplier. There may be royalties or other related costs associated with such items. If the NCAA is unable to identify a current NCAA Licensee or NCAA Official Equipment Supplier to provide a specific piece of merchandise, the NCAA will work to sublicense (on a short-term basis) a company that can provide the specific item.

For a list of NCAA licensees and official equipment suppliers, ncaa.org/championships/marketing/ncaa-official-licensee-list.

ADVERTISING/SIGNS/“LOOK AND DÉCOR”

- Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer’s table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.
- Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/

corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.

- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).
- e. **Covering existing signage/product branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- g. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
- i. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Section 7 • Drug Testing

The NCAA is dedicated to fair and equitable competition throughout each round of NCAA championships and strongly supports the drug-testing program established by its membership, to safeguard the health and safety of the participating student-athletes.

Comprehensive drug testing details for hosts can be found in the Championship Site Coordinator Manual [here](#).

Section 8 • Expectations and Guidelines

ETHICAL BEHAVIOR BY COACHES

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact. Coaches are expected to be role models who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

MISCONDUCT

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. A governing sport committee may assess a penalty (financial or otherwise) against an institution for failure of any of its representatives to adhere to the policies and procedures governing championship administration.

SPORTSMANSHIP

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in behavior of players and bench personnel, in crowd control by game management and in the officials' proper enforcement of the rules governing related actions.

SPORTS WAGERING

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The current NCAA legislation against sports wagering prohibits NCAA student-athletes, member institutions' athletics staff and non-athletics staff with athletics responsibilities, and conference office staff from participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics practice or competition in a sport in which the NCAA conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

A student-athlete found in violation of the prohibition against knowingly participating in any sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activity that involves intercollegiate, amateur or professional athletics competition shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

On May 16, 2018, the Board of Governors voted to suspend the NCAA championships policy related to sports wagering and to allow for championships to be hosted in locations regardless of whether a state is considering, or has legalized, sports wagering. The board's decision provides championship location continuity as states contemplate whether to allow legalized sports betting.

STUDENT-ATHLETE EXPERIENCE RESEARCH

NCAA Championships are the pinnacle events that provide student-athletes an unparalleled experience in their pursuit of excellence. To help the NCAA continue providing such an experience, after elimination from the championship we will contact each institution to get feedback via an online survey. Each institution is expected to forward this survey link to its participating student-athletes for completion in a timely manner. The feedback you and your institution provide will guide the Championships staff in delivery of future championships. Please note that a link to the survey via a QR code may also be placed on the credentials.

Section 9 • Facilities and Equipment

ATHLETIC TRAINING ROOM

Appropriate athletic training facilities should be available on-site for the teams. Athletic training supplies are a permissible games expense.

BASEBALLS, RUBBING MUD AND ROSIN BAG

Teams will furnish their own practice baseballs; however, each team will be furnished two warm-up baseballs before each game. The Rawlings FSR1NCAA baseball, the official championship baseball, will be used in all NCAA tournament games.

The NCAA shall order 42 dozen baseballs for regionals and 18 dozen baseballs for super regionals and have them direct-shipped to the attention of the tournament managers at all regional and super regional sites.

Per NCAA Baseball playing rule 1.11.a, the home team (i.e., host institution) shall provide baseballs to the umpires to be rubbed up to remove the gloss before the game starts. The host institution is responsible for having the proper material to “rub up” the baseballs. Moistened river silt (i.e., baseball rubbing mud) makes an excellent material to remove the gloss from the baseballs. As baseballs are being applied mud before the games, water must be used as opposed to saliva and spitting.

Each participating institution is encouraged to bring their own rosin bag(s). The host institution must provide a rosin bag for use by each participating team at the pitcher’s mound for all regional and super regional games.

CLUBHOUSE AND RESTROOM POLICIES

The host institution will be allowed to use its clubhouse regardless of being designated as the home or visiting team in any given game in which it participates.

1. **If the host venue has two clubhouses/locker rooms that provide similar standard amenities (e.g., shelter, close access to dugout, functioning heating/cooling, restrooms, showers).** Both teams will have access to their respective clubhouse/locker room up until the start of the game. The restroom facilities section of this manual will take effect at the start of the game and continue through the entirety of the actual game.
2. **If the host venue does not have two clubhouses/locker rooms that provide similar standard amenities (e.g., shelter, close access to dugout, functioning heating/cooling, restrooms, showers).** Access to their clubhouse/locker room will be provided to the host institution up until the start of their pregame batting practice. The restroom facilities section of this manual will take effect at the start of the home team batting practice through the entirety of the actual game.

All teams besides the host institution participating in the championship should come to the venue in uniform. Security shall be provided in any clubhouse/locker room during the pregame, the entire game and the postgame. The intent of this rule is to provide equitable restroom facilities for each participating team during the course of a game.

Restroom Facilities. Restroom facilities must be available and readily accessible for student-athletes during the course of the game (e.g., port-a-johns or permanent restrooms). Both teams participating in a given game must be provided access to comparable restroom facilities in close proximity to the dugout and/or bullpen starting with the beginning of the home team batting practice through the entirety of the actual game. Adequate restroom facilities also must be made available for the spectators.

DRUG TESTING

Two facilities, or a divided facility, must be provided for drug testing. Each must facilitate the movement of five crew members, five to 10 student-athletes and any witnesses. Each must contain two separate areas: a quiet waiting area and an area for specimen collection. (See the drug-testing site coordinator manual for additional information.)

DUGOUT DESIGNATION

During the pre-championship meeting for the regionals and super regionals, the host institution must designate whether the first or third base dugout will be designated the home team dugout during the tournament.

DIVISION I BASEBALL

Again for 2024, the host institution may choose to remain in their preferred dugout throughout the round, regardless of being designated as the home or visiting team for that particular game.

During games that do not include the host institution, the participating teams should occupy the predetermined “home team” or “visiting team” dugout based on their home/visitor designation for that game.

Should a host venue have portions of their stadium or playing field that fail to comply with NCAA Baseball Playing Rules (including but not limited to bullpens) and create a competitive advantage for a team in one dugout over the other, the host institution would not be allowed to remain in its preferred dugout if it is designated as the visiting team. The NCAA site representatives (in consultation with the NCAA national office) will have the final say on any issues of dugout determination.

Teams waiting to play are expected to stay clear of the dugouts and clubhouses until the teams in the preceding game have had an opportunity to remove their equipment and the sufficient cleaning and disinfecting is completed. Teams vacating the dugouts and clubhouses shall be encouraged to depart as soon as possible.

DUGOUT LIMIT

During all rounds of the championship, the maximum number of individuals allowed in the dugout is 40 per institution, plus one bat handler.

An institution that is in violation of this regulation and does not conform to it promptly shall be subject to failure to follow championship procedures and/or misconduct.

DUGOUT PROVISIONS

As a general rule, all equipment and provisions in team dugouts must be free of commercial branding, to protect the integrity of the NCAA corporate partner program. Regular season sponsorships or other marketing and/or advertising agreements in place during the regular season are not carried forward to the NCAA Division I Baseball Championship.

Regional Round. The NCAA will provide complimentary POWERADE equipment and products for team needs at all 16 Regional sites. Specifically, Dasani water, POWERADE bottled product, as well as 48 quart ice chests will be shipped to all Regional sites. As such, teams are not permitted to use refreshment equipment in dugouts and bullpens branded with commercial identification other than POWERADE. Teams may fill their POWERADE-branded equipment with the beverages of their choice.

Super Regional Round. The NCAA will provide complimentary POWERADE equipment and products for team needs at all eight Super Regional sites. Specifically, Dasani water, POWERADE bottled product, as well as 48 quart ice chests will be shipped to all Super Regional sites. As such, teams are not permitted to use refreshment equipment in dugouts and bullpens branded with commercial identification other than POWERADE. Teams may fill their POWERADE-branded equipment with the beverages of their choice.

Towels. Teams should use white, unbranded towels during Regional and Super Regional games. As a result, teams may not use towels of any other color or that contain any commercial branding (e.g., Gatorade, POWERADE) in team dugouts or on the field of play during the Division I Baseball Championship.

FACILITY SET-UP

The host institution’s baseball facility should be prepared and set in accordance with Rule 1 of the NCAA Baseball Rules and Interpretations. A field tarp and an adequate grounds crew must be available for regional and super regional competition. Participating teams shall not be involved with the placement or removal of the field tarp on the game field.

LIGHTING

Lighting Requirements. Light levels in the primary playing area (PPA) should be brightly lit with uniform lighting throughout the area. Vertical light levels (illuminating the sides of the players) should be maximized without creating severe glare for student-athletes and spectators. The lighting should also provide adequate light levels in the bottom 10 to 15 rows of seats to allow camera operators exciting crowd shots. For lighting requirements, please refer to the NCAA best practices link below. The lighting should be evenly distributed on the PPA. The perimeter of the playing surface should have sufficient spill light into the spectator areas. One of the most important areas of proper lighting at televised sporting events is the smoothness of the lighting levels (this means there are no major jumps in lighting levels when the same camera pans the field).

Effective Sept. 1, 2002, all potential sites that submit a bid to host a future NCAA championship event must provide a professional lighting survey of their venue or arena. Some NCAA championship sites are awarded numerous years out and, therefore, the venue must provide a follow-up professional lighting survey to the NCAA four months prior to the event. Professional sports arenas that host NHL, NBA and NFL contests are exempt from this NCAA broadcasting mandate. Please remember to submit the professional light survey for your venue taken within the last two years. [NCAA Best Lighting Practices](#)

MEDICAL FACILITIES

The host institution must arrange for a tournament physician, local hospital information and an athletic trainer for the tournament. Please be sure to follow all guidelines in the NCAA Sports Medicine Handbook: ncaapublications.com/productdownloads/MD13.pdf.

SECURITY

Development and implementation of a security plan is the responsibility of the tournament management in consultation with the NCAA Division I Baseball Committee. As part of the bid materials, a host institution must have submitted their safety and security plan and a safety key contact form.

Bullpens/Dugouts/Clubhouse/Dressing Rooms/Field. Protection must be provided for each team's bullpen/dugout and clubhouse and the umpire's dressing room. Security shall also be provided in each clubhouse during the pregame, the entire game and during the postgame. Security shall also be provided on the field to the umpire crew chief, the umpire who made the call being reviewed and the Video Review Headset Assistant when using replay to review a call on the field during both the regionals and super regionals.

Impermissible Items. The stadium management is responsible for enforcing the NCAA policies in this area, which include, but are not limited to, the following:

- **Noisemakers.** Artificial noisemakers, air horns, cow bells, electronic instruments, etc., are not permissible. Stadium management is responsible for removing such instruments from the stadium.
- **Promotional Items.** Promotional items (e.g., cups, shakers, flags) with commercial slogans or identification are not allowed on the premises without the permission of the NCAA. Items such as newspapers, caps, T-shirts, etc., may not be distributed on the premises.
- **Signs, Flags and Banners.** It is the responsibility of the tournament management to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticket patrons may be permitted.

SIGNAGE

Alcohol, Tobacco and Gambling Advertising. Advertising displays for liquor, tobacco, beer or wine companies, or organizations promoting gambling (including lotteries) are prohibited and shall be covered by the facility at its expense regardless of previous contractual commitments.

Commercial Identification - Permanent. All permanently affixed advertising, banners, signs or displays in the stadium proper shall be covered by the facility at its expense unless the host institution is obligated by contract for such signage. Host institutions should review the contractual obligation with the NCAA site representative(s). NCAA championship banners should not be placed in close proximity to any commercial identification that cannot be covered due to contractual obligation.

Commercial Identification - Temporary. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the facility during any session of the tournament.

Electronic/Digital Corporate Signage. Electronic/digital corporate signage (e.g., LED boards, ribbon boards, video boards) is considered to be temporary signage and is not permitted during preliminary-round games.

Media Banners. Television broadcast entities may display a maximum of two television banners at NCAA championship sites. The television banners may only display the name and logo of the broadcast network. Television (ESPN, ESPN2, ESPNU, Longhorn Network, etc.) may have only two banners. National radio (Westwood One) may display a maximum of one banner. Local radio or student radio may not display banners at NCAA Championships. The NCAA site representatives

on site must approve of the designated location of the network banner placement. More information on NCAA media policies is available online at [NCAA.com/media](https://www.ncaa.com/media).

NCAA Signage. Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The shipment of NCAA championship signage will be sent to each promotions/marketing director as indicated on the NCAA championships online key contact form. The signage should be used to decorate the championship site. The standard NCAA signage package for the championship includes various banners and decals. While you have some discretion in determining the placement of these banners relative to the unique layout of your baseball stadium, we would like to achieve a consistent “look” among all hosts in certain areas.

- a. **Behind Home Plate** - To the greatest extent possible, the wall/fence/padding behind home plate should be free of any and all commercial signage. Institutional and conference signage is, of course, permitted to remain. One NCAA blue disk logo decal should be affixed to the wall/fence/padding behind home plate and slightly to the left outside of the batter's box (when viewed from the pitcher's mound) in a manner that makes it clearly visible from the typical centerfield television camera angle that features the pitcher, batter, catcher and umpire. It is recommended that you wait until your television partner (e.g., ESPN, regional network) arrives on site to determine the exact position of the logo, relative to the centerfield camera.
- b. **Outfield Fence** - To the greatest extent possible, the outfield wall/fence/padding should be free of temporary commercial signage. Institutional and conference signage is, of course, permitted to remain. The NCAA blue disk logo decals (or banners, depending on the wall surface) should be affixed to the outfield wall/fence/padding in evenly spaced increments.
- c. **Sideline Bleacher Wall/Fence** - In many cases, the sideline television camera that typically shows close-up shots of the batter awaiting the pitch in the batter's box includes the fencing or the wall from the opposite side of the field in the background. To the extent possible, NCAA banners should be affixed to these walls/fences.
- d. **Field Stencils** - Use of specific NCAA marks is permitted (but not required) on host baseball fields during preliminary rounds of the championship. Please note that the markings must be in foul territory and the NCAA Blue Disk is the only NCAA mark that may be used. Stencils will be provided based on availability and paint for the stencils would need to be purchased by the institution via Missouri Turf Paint. If interested in applying the stencil please contact Nathan Arkins at the NCAA (317-987-6790) to check availability of stencils. If stencils are available, the host will then need to order paint through NCAA vendor Missouri Turf Paint (800-426-0774). Use of the NCAA marks must conform to NCAA style guidelines.

Professional Sports. Advertising displays mentioning or promoting any professional sports organization are prohibited and shall be covered by the facility at its expense regardless of previous contractual commitments.

TELEVISION POWER REQUIREMENTS

Power, lighting and parking fees. NCAA championship venues, local organizing committees and/or host institutions/committees, shall not charge the NCAA, or any other televising entity, a fee in connection with the use of the facilities, power, lighting or television crew parking at the venue. The televising entity shall have the right to request crew parking passes that total up to fifty percent of the total television credentials needed for the event (e.g., if an ESPN baseball crew totals 40 people, then ESPN can request 20 parking passes).

Power requirements (television compound). Three dedicated services of power (all three phase and 208 volts) for mobile A-unit (400 Amps), B-unit (200 Amps) and satellite uplink truck (100 Amps) shall be available for all NCAA championships live telecasts. An area for parking the mobile unit will be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This designated area should provide enough room for two TV production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in close proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install up to three production work trailers. Each trailer requires 220 volt, single phase and 100 amps per leg. If a facility meets all the requirements to host an NCAA championship, but does not have television adequate power, the host site must agree to provide necessary power by means of generators at the expense of the venue, LOC or host school.

For additional information on NCAA championship broadcasting guidelines, click on [NCAA.com/media](https://www.ncaa.com/media), then click “NCAA Broadcast Manual and Policies” web page link. Section Two in the NCAA Broadcast Manual and Policies goes into greater detail on production guidelines for host sites.

Section 10 • Financial Administration

AUDIT

Sites will be randomly selected for financial and box office audits following the championship.

The NCAA will make every effort to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information reported on the host financial report.

APPROVAL OF THE BUDGET

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials and site representatives, if applicable. The proposed budget must be submitted and approved by the NCAA prior to the first date of competition of the championship. Additionally, best efforts should be made by the host to reasonably forecast expected ticket sales from the given championship.

The host institution is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, minor officials, police and security, promotion, publicity, advertising, meetings, medical staff, etc. Other expenses not included in the original proposed budget must be approved in advance by the NCAA.

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the given championship for sales made by both the NCAA and the host at their given state and locality. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not for profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to provide an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, and must include payment of the amount due to the NCAA, within 60 days after the final date of competition at the site (if applicable). If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the "documents" tab as documentation supporting their revenue and expense figures.

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25% reduction in honorarium), 91-120 days (50% reduction in honorarium) and 121 days or more (100% reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within five business days of the report being approved by the NCAA administrative services department.

DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](#) (ncaa.org/Student-Athlete Programs/Health and Safety).

PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the NCAA travel policies. Once the championship is completed, participating institutions should submit reimbursement through the **Travel Expense System (TES)** within 30 days of the competition. Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is in addition to the host budgeting and approval process defined above.

SITE REPRESENTATIVES

The NCAA site representative's hotel room and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. All other expenses (i.e., per diem, travel) will be paid directly by the NCAA.

TRANSPORTATION

Transportation. The NCAA shall pay for the rental of cars for a predetermined number of game officials and the NCAA committee representative(s). The championships staff will approve the individual to get a rental car and the individual will need to call Short's Travel Management to book.

Local Transportation for Teams. For team sports, eligible for reimbursable ground transportation, must arrange ground transportation through Short's Travel Management.

Air Transportation for Teams. If a school is eligible for air transportation, all air travel must be booked through Short's Travel Management.

NCAA Championship Travel Policies

Section 11 • Game Administration

ADMINISTRATION

General Policy. NCAA Division I regional and super regional competition shall be conducted in accordance with the general policies established by the NCAA Division I Council and shall be under the control, direction and supervision of the NCAA Division I Baseball Committee, subject to the standards set forth in NCAA Bylaw 31 and the NCAA Division I Baseball Pre-Championship Manual.

NCAA Site Representatives. The NCAA Division I Baseball Committee shall appoint two site representatives to each regional and super regional who shall serve as the ultimate authority for the competition. These individuals will serve as the chair of the games committee and be responsible for the overall administration of the competition in consultation with the tournament manager and umpire-in-chief.

Tournament Manager. The host institution shall appoint a tournament manager who shall serve as the liaison with the NCAA site representatives. The tournament manager shall be responsible for coordinating all preparation for the competition in accordance with the policies and procedures that have been established by the NCAA Division I Baseball Committee. **During the actual conduct of the competition, the tournament manager shall report to the NCAA site representatives.**

Games Committee. The NCAA Division I Baseball Committee shall appoint a games committee to actively supervise the conduct of all regional and super regional competition. The chair of the Division I Baseball Committee shall designate members of the sport committee to serve as members and chairs of the competition games committees if any are present. If none are present, the chair of the games committee shall be the primary NCAA site representative. The chair of the games committee shall appoint individuals to serve on the committee, which normally will include the NCAA assistant site representative, a representative from the host institution and each participating team. The games committee must consist of at least three individuals.

Umpire-In-Chief. The umpire-in-chief will be assigned by the NCAA Division I Baseball Committee and the National Umpire Coordinator to serve as the lead umpire for the regional or super regional. The umpire-in-chief shall prepare the umpiring assignments in consultation with the NCAA site representatives. The umpire-in-chief also shall coordinate all on-field activities for the umpires.

NCAA Site Representatives Seats. Two seats must be reserved, preferably on an aisle behind home plate, for the NCAA site representatives. These seats must be readily accessible to the playing field. Additional seats in the press box area should also be reserved.

Umpire Seats at Regionals. Two seats must be reserved, preferably away from the NCAA site representatives, for the two umpires resting during the regional competition.

ADMINISTRATIVE CONFERENCE CALL - REGIONAL

Shortly after the regional pairings have been announced, the host institution's tournament manager will receive a teleconference dial-in number and an access code from the NCAA site representative(s). At that time, the tournament manager will make preliminary plans to establish an administrative conference call between the NCAA site representatives and all participating teams to review the regional tournament arrangements. It is suggested that the call be conducted Monday evening, May 27.

Each team will be required to be represented on the call by an athletics department administrator and the head baseball coach. Should the head baseball coach be unavailable due to a previously scheduled practice, they may appoint a representative to participate on the call in their place. Other institutional representatives may participate in the call as needed.

ADMINISTRATIVE CONFERENCE CALL - SUPER REGIONAL

Super regional sites will tentatively be announced via a press release at approximately 8 a.m. Eastern time, Tuesday, June 4. Shortly after the super regional pairings have been determined, the host institution's tournament manager will receive a teleconference dial-in number and an access code from the NCAA site representatives. At that time, the

DIVISION I BASEBALL

tournament manager should begin making preliminary plans to establish an administrative conference call between the NCAA site representatives and the participating teams to review the super regional tournament arrangements. It is suggested that the call be conducted Tuesday, June 4.

Each team will be required to be represented on the call by an athletics department administrator and the head baseball coach. Should the head baseball coach be unavailable due to a previously scheduled practice, they may appoint a representative to participate on the call in their place. Other institutional representatives may participate in the call as needed.

ADMINISTRATIVE MEETING

An administrative meeting of the head coaches and athletics administrators of the competing teams and members of the games committee will be held prior to the beginning of the tournament. Please provide the NCAA national office with the date, time and location of this meeting, and also be prepared to provide this information to the visiting team(s) during the administrative conference call.

Each team will be required to be represented at the meeting by an athletics department administrator and the head baseball coach. Other institutional representatives may attend the meeting as needed.

ALCOHOLIC BEVERAGES

All Division I and National Collegiate championships are eligible to engage in the sale of alcohol (i.e., beer, wine and prepackaged/premixed beverages with alcohol by volume content not greater than 15% [e.g., hard seltzers]), provided certain criteria are met.

After starting a bid in the Championships Bid and Profile System, users will be prompted to answer a few questions that will determine their institution's eligibility to sell alcohol (i.e., beer, wine and hard seltzer) at a given venue. If a school is deemed eligible and is interested in selling alcohol (i.e., beer, wine and hard seltzer), it will be required to complete one of three agreements that must be signed and uploaded into the bid portal. Please thoroughly review the Championships Alcohol Sales Policy before completing the appropriate agreement.

Championships Alcohol Sales Policy

In order to be eligible to engage in the sale of alcohol during a NCAA Division I championship event or ancillary event, the following criteria must be satisfied by any NCAA host institution, event venue, and alcohol concessionaire:

- Host institution and its authorized agent (e.g., alcohol concessionaire), if any, must have a written policy in place for, and be actively engaged in, the sale of alcohol during regular season athletic events at the same venue and be properly licensed by the local and state authorities to carry on such operations; or
- If applicable, any event venue that is not owned or controlled by the host institution ("non-host venue"), or its authorized agent (e.g., alcohol concessionaire), must have a written policy in place for, and be actively engaged in, the sale of alcohol during its regular course of business and be properly licensed by the local and state authorities to carry on such operations.
- The alcohol management policy of the host institution, event venue, or alcohol concessionaire (whichever may be the case) must address the following:
 - Prevention of alcohol sales to visibly intoxicated patrons.
 - Prevention of alcohol sales to minors.
 - Serving sizes and quantities.
 - Alcohol sales cut-off time.
 - Outside beverages.
 - Security and disturbances.
 - Alcohol management training requirements for employees.

- Beer, wine and prepackaged/premixed beverages with alcohol by volume not greater than 30% (or beverages with similar alcohol by volume) are the only alcoholic beverages to be sold to general attendees, and hard liquor is only permitted in designated suite and hospitality areas.
- Sale of alcoholic beverages by roving vendors (e.g., hawking) is prohibited within the spectator seating.
- “Drink Responsibly” messaging must be present and communicated at concession stands, through PA reads, video board messaging and other platforms available.
- Prior to the championship event, fully signed copies of the NCAA Concessionaire Indemnity and Insurance Agreement(s), NCAA Host Alcohol Indemnity and Insurance Agreement (if any), and NCAA Host/Venue Alcohol Agreement(s) must be submitted to the NCAA.
- Prior to the event, copies of the concessionaire’s, host’s, and/or venue’s certificates of insurance (to the extent applicable) must be submitted to the NCAA to confirm it is compliant with insurance requirements set forth in their respective Indemnity and Insurance Agreements.

ALL TOURNAMENT TEAM – REGIONAL SITES

A regional all-tournament team, consisting of the following positions, will be selected by the working news media or an all-tournament selection committee: catcher, first baseman, second baseman, shortstop, third baseman, left fielder, center fielder, right fielder, designated hitter and two pitchers.

The most outstanding player will be selected from among these positions. Super regional sites will not have an all-tournament team.

ANALYTICAL/DATA COLLECTION (TRACKMAN, RAPSODO, ETC.)

NEW FOR 2024 - The use of analytical or data collection camera/systems, that are allowable per the NCAA baseball playing rules, is now permitted during all rounds of the NCAA Division I Baseball Championship. The host institution is required to share any such data collected with all teams participating at the championship site.

If any of the teams participating at a preliminary-round site do not already have access to the data files for their game, the host institution is required to provide that team with that data file.

AUDIO COVERAGE

Please refer to the NCAA Broadcasting policies and guidelines that can be found online at [NCAA.com/media](https://www.ncaa.com/media).

AWARDS – PARTICIPANTS

Institutions that participate in, but do not advance from regional or super regional competition will be presented with a participant medallion as a commemorative keepsake. The host institution will receive participant awards the week of the competition. Twenty-seven participant awards should be presented to the athletics administrator once an institution has been eliminated from competition.

BALL PERSONS

The host institution should provide a ball person to assist the umpires for all games, not just the games in which the host institution participates. The designated ball person(s) must be at least 13 years of age and are required to wear a protective batting helmet at any time they are on the playing field regardless of age.

BANDS/CHEERLEADERS/MASCOTS

During regionals and super regionals, bands are permissible, with a maximum of 20 band members plus a band director being admitted via a pass gate. The seat location for any bands is left to the discretion of the host institution (ideally place in a location behind their respective team dugout). The band must be institutionally sponsored/controlled and may only play at games in which their institution participates. A band may play only between half innings. If both teams playing in a given game have their band in attendance, the bands must alternate playing between each half inning (designated home team will play first).

During regionals and super regionals, a maximum of 12 cheerleaders may be admitted in uniform via a pass gate. A uniformed mascot is also permissible; however, the uniformed mascot may never enter the playing field. Live mascots are also permissible, provided there is institutional control, at the discretion of the NCAA national office.

BANNERS AND ARTIFICIAL NOISEMAKERS

No banners may be posted at the tournament other than the NCAA and approved media banners. Artificial noisemakers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery.

BANQUETS

Banquets or celebratory dinners are not permitted for the participating teams during the regional and super regional rounds of the baseball championship.

BAT HANDLERS

Bat or ball handlers (i.e., bat or ball boys/girls) must be 13 years of age or older to serve in this capacity at any NCAA regional or super regional competition. All bat and ball handlers will be required to wear a helmet at any time they are on the playing field regardless of age. The bat handlers are excluded from the 35-person official traveling party or 40-person dugout limit.

BAT TESTING

Bat testing will take place at all regional and super regional sites. Please review Appendix F for the postseason bat testing protocol for the 2024 regionals and super regionals that must be followed.

The host institution will be responsible for securing the Baseball Bat Tester and Baseball Bat Ring. If a host site does not already have a bat testing unit and/or bat ring, they will be required to purchase them from Bat Testing Solutions (www.barrelcompression.com). Bat Testing Solutions will charge \$1,350 for the bat testing unit and \$100 for the bat ring (plus shipping charges). These charges are the sole financial responsibility of the host institution and should not be included in any proposed budget item.

Each host institution will need to purchase the bat testing unit and/or bat ring only after the regional and/or super regional host institutions have been announced.

Regional and super regional hosts must place their order via debit or credit card no later than noon Eastern time on Tuesday, May 28. Super regional hosts must place their order by noon Eastern time on Tuesday, June 4. It is recommended for host institutions to select Federal Express as the overnight delivery option.

BOX SCORES

Stat Crew xml files should be uploaded to the NCAA statistics system by one of the participating teams for each game. Additionally, hosts should email xml files for each game to Jeff Williams (jswilliams@ncaa.org).

BULLPEN TENTS

Visiting teams are permitted to bring their own temporary non-branded bullpen tenting for use in their bullpen. Any such temporary tenting must not interfere/hang over into the playing field, obstruct the view of the field for fans and must comply with all applicable NCAA Baseball Playing Rules.

CAMERAS

Team Content/Videographer. Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. Any video collected may not be used for commercial purposes and must follow all applicable NCAA baseball playing rules.

Any participating institution wishing to use a camera during the preliminary rounds is required to contact the host tournament director and NCAA site representative(s) in advance of the administrative meeting to arrange for an approved camera location. Any unauthorized or unapproved camera placement will be considered “Failure to Follow Championship Procedures” and/or “Misconduct”.

CEREMONIAL FIRST PITCH

Ceremonial first pitches will not be permitted during the regional or super regional rounds of the baseball championship.

CORPORATE INVOLVEMENT

The host institution must submit a proposal to the NCAA national office regarding any possible corporate involvement with regional or super regional tournaments for advance prior approval.

CROWD CONTROL

The responsibility for crowd control rests with the director of athletics or designated representative of the host institution. The directors of athletics of the competing institutions are expected to communicate with their student-athletes and their fans to encourage enthusiastic support within the confines of good sportsmanship. Host institutions must provide adequate security and ushers, preferably in uniform, for effective crowd management. Attention should be given to seating arrangements that will alleviate crowd control problems. In addition, evacuation and emergency plans should be in place and should be reviewed with the games committee. *Note: The Division I Baseball Committee has established previous crowd control and fan behavior as criteria to be reviewed when considering prospective sites.*

The public-address announcer must read the following statement prior to each game of the regional and super regional:

“The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated, and are grounds for removal from the site of competition.

We ask your cooperation in keeping the aisles leading down and up to the seating areas clear. Please do not sit in any aisles and block the path of spectators trying to reach their seats. Thank you for your cooperation.”

ELECTRONIC COMMUNICATION DEVICES/BULLPEN PHONES

No electronic communication devices (e.g., cellular phones, televisions) are permitted in the bullpens or dugouts during the regionals or super regionals. Any such devices that are in the team clubhouse should also not be on and, if possible, should be removed from the clubhouse.

A direct hard line telephone from the dugout to the bullpen (i.e., “bullpen phone”) will be permissible in stadiums where the technology is available. If a direct hard line telephone is not available in both dugouts and bullpens, the host institution must provide a two-way hand radio to serve as the bullpen phone. The new coach-to-catcher communication to call pitches may also be used during the championship.

Please also note that at a minimum, the NCAA site representative, NCAA assistant site representative, host institution tournament manager and the public-address announcer should also be issued a hand radio to facilitate communication.

FIGHT SONGS

If an institutional fight song is played prior to the start of a tournament game, it must occur during that institution’s infield practice or during the time allotted for pregame preparation of the field. Under no circumstances can the game be delayed to accommodate the playing of an institutional fight song.

HOME TEAM - REGIONALS

For first-round games, the highest-seeded team shall be designated as the home team. In subsequent games, the home team shall be determined according to a formula applied by the games committee. In determining which of two teams in any game will be the home team, the games committee or the NCAA site representatives uses the following guidelines:

1. The institution that has been the home team the fewer number of times in that particular tournament shall be designated the home team.
2. If the two teams are equal in this respect but unequal in the number of times they were the visitor, then the team that has been the visitor more often will be designated the home team.
3. If the two teams are equal in the number of times that they have been home and visitor, the games committee or the NCAA site representative(s) shall observe the following procedures **in the order stated**:
 - a. If the two teams have met previously in that particular tournament, the visitor in the previous game shall be the home team in the game in question.

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- b. The team that was visitor in its preceding game shall be the home team, unless both teams were visitors in their preceding games.
4. Again for 2024, if the two teams are different seeds, the better-seeded team will be designated as the home team.
5. If the above procedures do not resolve the matter, the home team shall be determined by a coin toss. The coin toss will be held on the field immediately after the game that causes the situation to develop and both coaches are to be in attendance. The higher seeded team can determine whether they will call the coin toss, or defer the call to their opponent.

HOME TEAM – SUPER REGIONALS

- Two Teams Advancing With Different Regional/National Seeds. For Game 1, the better seeded team will be the home team. The lower seeded team will be the home team in Game 2.

The better seeded team will be the home team in Game 3, if necessary.

*** If a super regional is a matchup of two national seeds (i.e., #8 national seed vs. #9 national seed) the team with the better national seed will be the home team in Games 1 and 3).*

- Two Teams Advancing With Equal Regional Seeds. For Game 1, the winner of a coin flip will be the home team. The loser of the coin flip will be the home team in Game 2. A **second coin flip** will determine the home team in Game 3, if necessary. These coin flips must both take place during the pre-tournament meeting. The traveling team will call the coin toss for Game 1, while the host team will call the coin toss for Game 3 or defer the call to their opponent.

INCLEMENT WEATHER SCENARIOS

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.
- As another general guideline, in the case of a suspended game the remaining game schedule should be adjusted so that there is no possibility of a team playing more than two complete games in one day.
- Lightning should be monitored via the DTN WeatherSentry Online system. Please use this weather-monitoring device 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 www.weather.gov or www.weather.com.
- If available, it is strongly recommended to have a local meteorologist on-site or at a minimum on-call to provide their expert analysis on any potential weather in the area.

POSSIBLE SCENARIOS:

1. **Games 1 and 2 on Friday are both cancelled...** play Games 1 and 2 on Saturday, play Games 3, 4 and 5 on Sunday and 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 Game 2 on Saturday, Games 3, 4 and 5 on Sunday, Games 6 and 7 (if necessary) on Monday. **(.5 - 1.5 - 3 - 2)**

3. **If Game 2 on Friday is cancelled...** play Games 2, 3 and 4 on Saturday, Games 5 and 6 on Sunday, and 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 Games 3 and 4 on Saturday, Games 5 and 6 on Sunday and Game 7 (if necessary) on Monday. (1.5 - 2.5 - 2 - 1)
5. **If Games 1 and 2 are played on Friday but both Games 3 and 4 are cancelled on Saturday...** play Games 3, 4 and 5 on Sunday and 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 plus Games 4 and 5 on Sunday, Games 6 and 7 (if necessary) on Monday. (2 - .5 - 2.5 - 2)
7. **If Games 1 and 2 are played on Friday, and Game 4 on Saturday is cancelled...** play Games 4 and 5 on Sunday and 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 plus Game 5 on Sunday, 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 cancelled...** play Games 5 and 6 on Monday and 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 plus Game 6 on Monday, and 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 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 cancelled on Friday and both games are cancelled on Saturday...** play Games 1 and 2 on Sunday, Games 3, 4 and 5 on Monday and 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.

Hosts shall have a stadium evacuation policy in the event of lightning or severe weather. The host shall also have and use appropriate public address announcer scripts as necessary.

Super Regionals

- **The primary goal is to play the games according to the published schedule [one game on Friday, Saturday and Sunday (June 7-9 format) or one game on Saturday, Sunday and Monday (June 8-10 format).]**
- You should keep in touch with the local weather bureau and we also encourage you to evaluate the weather via www.weather.gov or www.weather.com.

If available, it is strongly recommended to have a local meteorologist on-site or at a minimum on-call to provide their expert analysis on any potential weather in the area.

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- Lightning should be monitored via the DTN WeatherSentry Online system. Please use this weather-monitoring device 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.
- As a general guideline, no game should start later than 11 p.m. local time.
- As another general guideline, no team should be scheduled to play more than two games in any given day.
- The NCAA Division I Baseball Committee prefers that one game per day be played whenever possible. Please note that Monday, June 10 may have to be used to meet this guideline for the June 7-9 super regional format, while Tuesday, June 11 may have to be used to meet this guideline for the June 8-10 super regional format.

POSSIBLE SCENARIOS:

1. June 7-9 Format
 - a. **If the Friday game is cancelled...** play one game each on Saturday, Sunday and Monday (if necessary).
 - b. **If the Friday game is played and the Saturday game is cancelled...** play game two on Sunday and game three (if necessary) on Monday.
 - c. **If Friday and Saturday games are cancelled...** play games one and two on Sunday and game three (if necessary) on Monday.
2. June 8-10 Format
 - a. **If the Saturday game is cancelled...** play one game each on Sunday, Monday and Tuesday (if necessary).
 - b. **If the Saturday game is played and the Sunday game is cancelled...** play game two on Monday and game three (if necessary) on Tuesday.
 - c. **If Saturday and Sunday games are cancelled...** play games one and two on Monday and game three (if necessary) on Tuesday.

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.

Hosts shall have a stadium evacuation policy in the event of lightning or severe weather. The host shall also have and use appropriate public address announcer scripts as necessary.

LENGTH OF GAME – HALTED GAME RULE

All games shall be nine innings. If play has been stopped before nine innings have been completed, the halted-game rule (Rule 5-9) shall be used.

Note: The 10-Run Rule – Rule 5-8-b-(4) – shall not be used for regionals or super regionals.

LINE-UP CARDS

The coach of each team must present an unofficial line-up card to the official scorer no later than one hour prior to the start of the game. The official line-up card must be presented by the head coach at the pre-game meeting with the home plate umpire.

MEMENTOS

Participating team gifts may not be provided during the regionals and super regionals.

MERCHANDISING AND APPAREL

Event 1 is the official merchandise and apparel vendor of all 90 NCAA championships and will provide merchandise and apparel to be sold at all regional and super regional sites.

NCAA policy prohibits host institutions from selling any of their own merchandise or apparel at regional and super regional sites unless the institution agrees to guarantee a sell-out of Event 1's NCAA products. For more information regarding merchandising, contact David Clendenin at the NCAA national office (dclendenin@ncaa.org).

MINOR OFFICIALS

The host institution must ensure that arrangements have been made to hire all the necessary minor officials (e.g., public address announcer, official scorer, scoreboard operator, etc.).

During Regionals and Super Regionals, the host institution will be responsible for also providing an individual to serve as the "Video Review Headset Assistant" to assist with the video review (previously referenced as instant replay) communication process.

NATIONAL ANTHEM

The host institution or sponsoring agency must play the National Anthem before each game of the regionals and/or super regionals.

PARKING

The host institution must establish a designated parking area at the venue at the regionals and super regionals for the NCAA site representatives, umpires, team administrators and any NCAA staff in attendance. Parking also must be provided for team vehicles.

PERSONNEL

NCAA Site Representatives. The committee will assign two NCAA site representatives to each regional and super regional. **The NCAA site representatives will be the ultimate authority at any regional or super regional site.**

Expense Form. Once an institution is designated as one of the hosts for regional or super regional competition, the NCAA national office will provide the NCAA site representatives with a link to submit their expenses to the NCAA online. The site representatives will receive per diem (\$75 per day, beginning with the day of arrival and ending with the day of departure) and ground transportation (65 cents per mile), if air transportation is not used.

Other Personnel. The host institution shall provide payment for the services of other necessary personnel and list those payments on the online proposed budget.

Umpires. The NCAA Division I Baseball Committee will assign six umpires to each regional tournament and four umpires to each super regional tournament. All umpiring assignments will be made by the umpire-in-chief in consultation with the NCAA site representatives and in cooperation with the national coordinator of umpires.

Amenities. Ensure that umpires have the following: (1) Dressing room to accommodate six umpires; (2) food (meals should be provided), drinks and snacks available in their dressing room that are replenished; (3) seats available when not working a game; (4) credentials and parking passes (if necessary); (5) athletic training/medical personnel to check-in on the umpires after each game in the umpires' dressing room; (6) ball person to assist the umpires in all games; and (7) someone to determine what other needs they might have.

Contact. Contact the umpire-in-chief to determine when the crew will arrive on site. The host institution will be provided with the name of the umpire-in-chief once all the teams and pairings have been completed.

Expenses. The host institution should be responsible for the umpires' lodging costs (room and tax only) through the final possible night of competition at your site. The host institution should work with the hotel to set up a direct bill back to the institution for these charges. Umpire lodging costs should be budgeted for and included in your proposed budget expenses.

The NCAA will reimburse the umpires for their games fees, travel expenses and per diem via RefQuest Plus (RQ+) and the online payment system RQ Pay. NCAA staff will coordinate all RQ Pay details directly with the umpires.

Liaison. Assign an individual to serve as a liaison with the umpires throughout the tournament.

Meeting. Make arrangements with the umpires to have an administrative meeting with the NCAA site representatives and host institution personnel to review the ground rules prior to the start of the regional and super regional.

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Security. All host institutions must provide uniformed security for the benefit of the umpires both in and around the stadium.

PITCH CLOCK

A visible pitch clock will be used in conjunction with the regionals and super regionals.

PLAYERS' VALUABLES

Each team is responsible for its own valuables. It is suggested that the teams carry a valuables bag to the dugout.

PRACTICES

Practice schedules shall be established during the administrative conference call. The full facility should be available for use by all participating teams on the practice day (e.g., field, pitching mound, bullpen, batting cage).

Pregame batting practice shall be conducted on the game field of competition for teams competing in the first game of a day (weather permitting). At regional sites, if time permits, on-field batting practice for the second game of a day is allowable at the venue/grounds crew discretion, subject to the ultimate approval of the NCAA site representatives. The start of the second game cannot be delayed to provide for the batting practice on the game field. **Teams are prohibited from performing drills on the game field during batting practice.**

If a participating team wishes to use a baseball pitching machine to provide ground balls to infielders they may do so during the pregame batting practice. The use of pitching machines for ground balls will not be allowed during pregame infield practice.

During pregame batting practice and/or infield practice, shorts are permissible provided they are institutionally-issued apparel and all team members are wearing shorts during the practice.

During practices all participating teams are required to wear a jersey/shirt with clearly legible uniform numbers on them. These numbers should be at least six inches in height and be located on the back of the jersey/shirt. Each student-athlete's practice number must be the same number he will wear during the game. All teams are required to wear only institutional apparel during practices.

Regional practice times for Thursday, May 30, are as follows:

Team 1	10-11:15 a.m. (Team 1 is always the host team)
Team 2	11:30 a.m.-12:45 p.m. (highest remaining seed)
Team 3	1-2:15 p.m. (next highest seed)
Team 4	2:30-3:45 p.m. (next highest seed)

*Practice times are 75 minutes long with a 15-minute break for field preparation.

Super Regional practice times for Thursday, June 6, or Friday, June 7, are as follows:

Team 1	1-2:30 p.m. (Team 1 is always the host team)
Team 2	2:45-4:15 p.m.

*Practice times are 90 minutes long with a 15-minute break for field preparation.

**If necessary, practice schedules may be adjusted by the NCAA site representatives due to extenuating circumstances. The practice schedule also can be reduced or eliminated for each team due to inclement weather.

Visiting teams are not permitted to practice at the competition venue prior to the established practice day (i.e., one day prior to the start of competition). Should extenuating circumstances require a visiting institution to arrive two days in advance, they must contact the NCAA national office for an exemption if they wish to practice at that time. Each exemption request will be heard and a decision made by NCAA staff and/or the NCAA baseball committee on a case-by-case basis.

The host institution also should make arrangements for an inclement weather practice facility. All regional and super regional practices are open to the general public.

PREGAME SCHEDULES

A separate pregame schedule has been created for host sites that have fields with artificial turf infields and require little to no field preparation time. The shortened pregame schedule is optional for a host institution with all artificial turf infields, but a determination on which schedule will be used must be made and communicated to all participating teams at the pre-competition administrative meeting.

The following is the standard pregame schedule that is to be used for Division I regional and super regional games:

Before Game

*	Home Batting Practice	2:15
*	Visitor Batting Practice	1:35
*	Remove Cage	:55
	Home infield	:45
	Visitor infield	:35
	Field Preparation	:25
**	Introductions (visiting team first), if necessary	:14
	National Anthem	:09
	Umpires/Coaches meeting	:06
	Home team on field	:02
***	First Pitch	:00

The following is the optional alternate pregame schedule that can be used at host sites that are played on an all artificial-turf field for Division I regional and super regional games:

Before Game

*	Home Batting Practice	2:00
*	Visitor Batting Practice	1:20
*	Remove Cage	:40
	Home infield	:34
	Visitor infield	:24
	Field Preparation	:14
**	Introductions (visiting team first), if necessary	:13
	National Anthem	:09
	Umpires/Coaches meeting	:06
	Home team on field	:02
***	First Pitch	:00

* Batting practice shall be conducted on the field of competition for teams competing in the first game of a session (weather permitting). At regional sites, if time permits, on-field batting practice for the second game of a day is allowable at the venue/grounds crew discretion, subject to the ultimate approval of the NCAA site representatives. The start of the second game cannot be delayed to provide for the batting practice on the game field. Also, team members may stretch and short toss for the 10 minutes preceding their batting practice in foul territory or in the deep part of the outfield down their respective foul line. Teams must assume risks associated with this activity.

** Introductions are conducted only for the first game in which a team competes each round. Visiting team is introduced first (support personnel/assistant coaches/non-starters (numerically)/starters (line-up order)/head coach, go to 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. If applicable, both teams should stay on the field until after the conclusion of the National Anthem.

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*** In the event that there is a five-minute slide of the start time of a game for broadcast purposes, the additional five minutes shall be added to the Field Preparation time in the pregame timing schedule. Whether or not a five-minute slide will be imposed will be determined not later than 40 minutes before the schedule first pitch.

Between the last out of the previous game and the start of the next game, there shall be a minimum of 55-minutes. This will allow for a minimum of a 10-minute warm-up period prior to the home team taking infield.

Game #6 Batting Practice. During the regional round, if the scheduled start times for Game 5 and Game 6 allow enough time between games for on-field pregame batting practice prior to Game 6, the Winner of Game 4 will take batting practice first. If the Winner of Game 5 wishes to take pregame batting practice (on-field), they will hit after the Winner of Game 4.

PROGRAMS

The preliminary rounds of this championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days prior to the first day of the event.

The finals site of this championship will feature a printed program, which the NCAA and Learfield Publishing has the exclusive right to distribute at the competition venue during the championship. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available. Any publications delivered to the venue are the property of Learfield before, during and after the event.

Content/Editorial

Learfield Responsibilities

Responsible for all program production, including editorial content, layout and design, advertising and printing.

Host Responsibilities

Media contact should provide Learfield with text and photos for editorial pages about host institution/venue/city, if requested by Learfield.

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (clerrinda.queen@learfieldimgcollege.com).

Digital Program Promotion

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA's Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use. If you would like this information ahead of time, please contact your NCAA administrator.

The NCAA and Learfield encourage all participating schools to promote the digital publication link on athletics and school-affiliated websites and social media outlets. The NCAA and Learfield also encourage all participating schools to share with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets.

All digital programs available can be found at NCAA.com/gameprograms.

Best Practices

Below are a few best practices for promoting the digital program.

- a. Distribute the digital handout to fans.
- b. Create signage to direct fans to the digital program by using elements on the digital handout.
- c. Post the link on athletics and school-affiliated websites.
- d. Share the link on athletics and school-affiliated social media outlets.
- e. Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest.

Supplemental Handouts

At championships sites where a digital program is available, Learfield allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

- Do not include any advertisements, local sponsor logos, etc.
- Include the QR code and URL to the digital program.
- Include the NCAA Corporate Champions and Partners imagery.

Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report.

All supplemental content is subject to NCAA and Learfield approval.

Questions. If you have any questions, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@learfieldingcollege.com) at Learfield.

PROTEST PROCEDURES

The following protest procedures shall be used in all tournaments:

1. Any protest by the coach of a competing team must be made at the time of the action or incident that caused the protest, and before play is resumed;
2. If the game ends (legal contest) in a protestable situation, the offended team has until all fielders have left fair territory to voice its protest intentions;
3. All protests must be made to the umpire crew-chief; however, if he is not working the game, the assistant crew-chief or the home plate umpire shall receive the protest;
4. No protest shall be allowed that involves a judgment decision by an umpire; and
5. All protests must be ruled upon immediately by the protest committee. The protest committee shall confer with the umpires before making its decision, and the protest committee chair shall make a written report to the chair of the NCAA Division I Baseball Committee.

The protest committee will consist of the NCAA site representative(s) and the umpire crew chief. If the crew chief is directly involved in the call that is being protested another designated umpire will fill the role on the protest committee.

RADAR (SPEED) GUNS

The use of radar (speed) guns by personnel from competing institutions is permissible. The host institution also may display on the scoreboard or video board the speed of each pitch in stadiums where the technology is available.

RELIGIOUS CONFLICT POLICY

If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA championship manager in writing one week before the selection date in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution. In such a scenario, the regional would be conducted with two games on Thursday, two games on Friday, two games on Saturday, no games on Sunday (please note that the “if necessary” game would only be played on this day if the team being accommodated for religious reasons has already been eliminated from the championship); and one game on Monday (if necessary).

ROSTER

The roster form (Appendix B) must include only those 40 individuals who are authorized in the dugout and is to be completed prior to the championship. The form must be submitted to the NCAA site representative(s) at the pretournament meeting. The roster may not be modified for that respective round of the tournament once it is submitted. Roster forms are also available online at ncaa.org/championships/division-i-baseball.

SCHEDULE OF EVENTS

The host institution shall prepare a schedule of events including pregame schedules, game times, meeting times, etc., for distribution to participants and individuals involved with the regional or super regional competition.

SCOREBOARD MESSAGES

Scoreboards with message capabilities are not to be used to encourage or attempt to intimidate any of the teams participating in the championship competition.

SCOUTING AND PITCH CHARTING SEATS

During regional competition, four seats behind home plate (two seats per non-participating team) must be reserved for the scouting purposes of teams at your regional not participating in that game. These seats should not be ticketed and should be clearly marked so they are easily identifiable.

During both the regional and super regional, four additional seats behind home plate (two seats per participating team) should be reserved for the teams participating in that game to chart pitches. These seats should not be ticketed and should be clearly marked so they are easily identifiable. Occupants of these seats may use video recording devices in this location but shall not be transmitting any data or video until the game is completed.

SQUAD SIZE AND TEAM PERSONNEL

On the field, including the practice field, bullpen, bench and dugout, each team is limited to four official coaches in uniform (head coach, assistant coaches and volunteer coach), 27 eligible student-athletes in uniform, and nine additional individuals as determined by the institution. Only uniformed personnel, including coaches and eligible student-athletes, may be permitted between the white lines and in the bullpens.

A bat handler, who must be 13 years of age or older, does not count against the maximum dugout limit of 40 individuals. Non-uniformed personnel in proper attire may participate in pregame warmups. Once a game begins, the athletic trainer or manager is permitted on the field only to perform his/her appropriate duty (e.g., warming up a pitcher is not considered an appropriate duty).

Again for 2024, a non-rostered bullpen catcher is permitted but must be included in the 40-person team dugout limit.

An institution that is advised it is in violation of this regulation and does not conform to it promptly shall be subject to failure to follow procedures and/or misconduct.

TOBACCO BAN

The use of all tobacco products is prohibited by student-athletes and game personnel (e.g., coaches, umpires, athletic trainers, student managers, NCAA site representatives, tournament managers) during practice sessions and game competition. Umpires are instructed to take a zero-tolerance policy in this area. The use of tobacco products during other championship activities, such as press conferences and postgame interviews, is prohibited. Violations of this regulation shall be dealt with by the appropriate sport committee in accordance with Rule 3-11 of the NCAA Baseball Rules Book.

UMPIRES

Umpires for the championship are selected by the NCAA Division I Baseball Committee based on recommendations from conferences and a review of the umpires by the national coordinator of umpires, the baseball umpire advisors and the baseball committee.

The NCAA Division I Baseball Committee will assign six umpires to each regional tournament and four umpires to each super regional tournament. Four umpires will be assigned to each tournament game. All umpiring assignments will be made by the national coordinator of umpires. He may be in consultation with the umpire-in-chief and the NCAA site representatives.

An umpire shall not work more than two games in one day except in an emergency situation.

Coaches Evaluations. Participating head coaches will be asked to evaluate the umpires that worked each of their games shortly after the completion of that game. Those evaluations will take place online.

The NCAA site representatives will email each participating head coach the link to the online umpire evaluation form immediately following each game. The evaluation should be completed no later than 24 hours after the completion of the game.

Site Representative Evaluations. NCAA site representatives will be required to evaluate the umpires for each regional and super regional. Those evaluations should be completed online.

UNIFORMS

[Reference: Bylaw 12.5.4 in the NCAA Division I Manual.]

Once a team enters the stadium/field, it is required that the team be in full pregame or regular-game uniform. In addition, team representatives must be in appropriate attire, not necessarily in uniform, for all other championship functions (i.e., press conferences), which shall include warmups, batting practice and infield practice. During pre-game batting practice and/or infield practice, shorts are permissible provided they are institutionally-issued apparel and all team members are wearing shorts during the practice.

During all on-site practices and pregame activities (e.g., warmups, batting practice, taking infield/outfield), participating teams are required to wear a jersey/shirt with clearly legible uniform numbers on them. These numbers should be at least six inches in height and be located on the back of the jersey/shirt. Each student-athlete's practice number must be the same number he will wear during the game. All teams are required to wear only institutional apparel during on-site practices and pregame activities.

Game uniforms must adhere to Rule 1-14 of the NCAA Baseball Rules Book. Please note that it is the responsibility of the visiting team to wear a contrasting uniform color to the jersey worn by the home team. The home team gets to select their desired uniform color first. The NCAA site representatives and umpire-in-chief will resolve issues when there is doubt about contrasting colors of uniforms.

Please note that it is also required that the base coaches wear a helmet.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.

Logos. 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 or parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies another entity other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes and all personnel, including coaches, athletic trainers, managers, team support personnel, cheerleaders, mascots and band and dance team members, during the conduct of practice and competition, which includes any pregame or postgame activities.

VIDEO BOARD REPLAYS

Host institutions with video boards shall adhere to the guidelines set forth in the NCAA Baseball Playing Rules (Appendix B). During the championship, all replays (except listed A-1-a through g) may be shown more than once, regardless of replay speed.

Live video must cease once a student-athlete enters the batter's box and may resume upon contact with the bat after the pitch.

Any instance in which an umpire has made a judgment call may be replayed only one time at regular speed and must be replayed before the next batter (for either team) enters the first area around home plate. An unlimited number of replays

may be played on the video board at any speed, only after a play is under review by the umpires; however, no replays shall be shown on the video board once a decision has been made by the umpires and/or replay official.

VIDEO REVIEW – REGIONALS AND SUPER REGIONALS

Video review (formerly known as instant replay) will again be used during the regional and super regional rounds of competition. The NCAA is partnering with DVSPORT, Inc. (DVSPORT) to provide a centralized replay center (CRC) for both preliminary rounds. As part of this solution, plays that are reviewable via the NCAA Baseball Playing Rules will be reviewed off-site at a national video review command center and the outcome of the review will be relayed to the umpire crew chief and another designated umpire via a headset on the playing field.

Each host institution will receive communication equipment from DVSPORT that will be shipped to each regional and super regional site the week of the respective regional and super regional (if applicable). Immediately upon receipt of the video review communication equipment, the host institution should install and test the equipment with DVSPORT. Representatives from DVSPORT will guide the host institution through the process of establishing video feeds and communication lines between the stadium and the centralized replay center.

Each host institution will need to meet minimum replay requirements for video review in conjunction with the regionals and super regionals. In addition, all expenses related to video review for the regional and super regional round will be the sole financial responsibility of the host institution. These expenses cannot be submitted with your proposed budget to host a regional and super regional round of competition. The institution will receive an invoice from DVSPORT, Inc. for the expenses for video review in conjunction with the regional and super regionals. It is anticipated that this invoice will be approximately \$7,300 per regional and super regional site. If an institution hosts both a regional and a super regional, they will receive an approximate \$7,300 invoice for the regional round and another approximate \$7,300 invoice for the super regional round. If a host site does not have the necessary video cabling from the television truck location to the replay system location, this would also need to be provided at an approximate additional institutional expense of \$2,000.

What will be transmitted from the Host Institution Stadium to the CRC?

- TV Production Dirty Program Feed.
- Headset Communication with TV Producer.
- Headset Communication with Crew Chief and Umpires.

Replay Personnel Needed

- **Video Review Facilitator:** A host institution site representative from IT or Facilities that can work with DVSPORT on setting up the video encoder and Voice Over IP (VOIP) system at the host site and testing the video and communication transmission between the host site and the CRC. This person needs to be available to assist DVSPORT one day prior to the start of the games through the end of the last game in case testing or troubleshooting equipment is required. This would be applicable for both the regionals and super regionals.
- **Video Review Headset Assistant:** A host institution site representative that will serve as a headset assistant who can have the headset on near the field of play (host institution will be required to provide space in the dugout location in one of the dugouts at the end of the dugout closest to home plate) to assist the umpires with the headsets during a review. The Video Review Headset Assistant must wear the headset the entire game. This can be the same person as the Video Review Facilitator if the site prefers.

The Video Review Headset Assistant will assist in the communication between the video review centralized replay center, the umpire crew chief on the field and the other designated umpire. The Video Review Headset Assistant needs to be in position at least an hour before game time.

The location for the Video Review Headset Assistant should have a dedicated and active analog phone line (with long distance dial-out capabilities) and power outlet in the immediate vicinity of their location in the dugout. Any installation charges for the phone line are at the expense of the host institution. The Video Review Headset Assistant must also have a cell phone as a back-up form of communication, along with the power cord for the cell phone.

Replay Equipment Provided by DVSPORT

- 1x Replay Case with a Video Encoding System and VOIP System inside.
- 3x DVSPORT Headsets and Beltpacks.

Replay Setup

- The video review facilitator will set up the replay case that contains the video encoding and VOIP systems near the TV Truck.
- The following cables will be connected to the replay case.
 - 1x TV Production Dirty Program feed via a BNC Cable.
 - 1x XLR Cable that connects to the TV Producer headset.
 - 1x XLR Cable that connects to the 2x DVSPORT headsets at field level for the Crew Chief and Umpire.
 - You will loop out of one of the DVSPORT headset beltpacks designated for the umpires into the second DVSPORT headset beltpack designated for the umpires.
- The DVSPORT headsets will be set up near the field of play (dugout location that should be at the end of the dugout closest to home plate) and a Video Review Headset Assistant will be positioned at that location to assist the umpires with the headsets during a review.
 - There needs to be enough XLR cabling that the Video Review Headset Assistant can come onto the field 30' to give the headsets to the umpires during a review.
- An analog phone with long distance dial-out capabilities should also be set up at the location of the Video Review Headset Assistant.
 - This will be used as a back-up if there are issues with headset communication during the game.
 - Another back-up form of communication will be the Video Review Headset Assistant's cell phone.
- No replay booth is required because the replay official will be located off-site at the CRC.

Minimum Replay Requirements for a Host Institution

- **Internet:** An internet connection for DVSPORT located at the TV Truck location with a minimum dedicated throughput of 40 mbps.
 - The Network Specifics for the Internet Connection:
 - **TCP/UDP Connection:** Two outbound TCP and UDP connections are required. The connection must be stateful or bidirectional.
 - **Router/Firewall:** The video encoder and voice-over IP system will be connected to a DVSPORT provided router and be protected by its firewall.
 - **Network Ports:** Please ensure the following ports are open on the IP address.

IP Address	Port Number	Inbound/Outbound	Port Type	Purpose
TBD	5000-5020	Outbound (bidirectional)	TCP/UDP	Video
TBD	6000	Outbound (bidirectional)	TCP/UDP	Communication
TBD	7001	Outbound (bidirectional)	TCP/UDP	DVSPORT

- **Intercom Lines:** Two XLR lines between the TV Truck location and designated Video Review Headset Assistant location.
 - An example of the type of XLR cabling we are requesting is a Belden 8723. Any cabling of similar specifications is acceptable.
 - The XLR cabling the school provides should be long enough for the video review assistant to get the headsets 30' on the field for the umpires during a review.

DIVISION I BASEBALL

- **Power:** There must be a power outlet at the TV Truck Location designated for the DVSPORT Replay Case. There must also be a power outlet at the Video Review Headset Assistant location so they can keep their cell phone charged during the course of the day.
- **Phone Line:** The host institution should ensure that the location of the Video Review Headset Assistant has an analog phone line (with long distance dial-out capabilities) that is installed and working properly.

During the competition, additional security should be provided for the umpire crew chief, the umpire who made the call being reviewed and the Video Review Headset Assistant on the field as they are using the headset to review any play.

Host institutions with video boards should use the parameters set forth in Appendix B of the 2023 and 2024 NCAA Baseball Rules Book.

At the conclusion of all applicable preliminary-round competition at a given host site, the host institution should carefully package the communication equipment and return it to DVSPORT immediately. The host institution may be responsible for any damage that occurs to the communication equipment as determined by the NCAA in consultation with DVSPORT.

DVSPORT Survey

- All prospective host institutions should complete the following site survey by May 20, 2024 ([goo.gl/forms/fnEG7jhAXtzxslw2](https://forms.gle/fnEG7jhAXtzxslw2)) if you have not already done so. This will allow DVSPORT to better understand how prepared you are for replay and consult with you on any questions you have leading up to the championship. Please note that if your institution cannot accommodate video review based on these survey responses, this could jeopardize your selection as a championship host.

If you have any questions in regard to replay expectations or preparations, please contact DVSPORT at 412-788-9070 or replaysupport@dvSPORT.com.

WALK-UP MUSIC

NEW FOR 2024 - The use of introductory/walk-up music during the preliminary rounds of the Division I Baseball Championship is permissible. However, the playing of walk-up music should not delay the start of an at-bat for any reason.

Section 12 • Health & Safety Considerations

As part of preparation and planning to host and/or participate in championship events, member Institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the [NCAA Sport Science Institute website](#). A non-exhaustive list of some of the key health and safety considerations is provided below. More detailed information on each of these topics can be found in the [Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes](#) and the [NCAA Sports Medicine Handbook](#).

- Blood-Borne Pathogens and Other Biohazards.
- Catastrophic Incidents and Emergency Action Plans.
- Cleaning and Disinfection.
- Inclement Weather, Air Quality and Other Environmental Considerations.
- Independent Medical Care.
- Medical Facilities.
- Medical Disqualification, Removal and Return to Activities.
- Medical Staff: Resources, Communications, Training and Responsibilities.
- Medical Supplies and Equipment.
- Medical Treatment (including for, among others, the following emergency conditions):
 - Asthma.
 - Burners (Brachial Plexus Injuries).
 - Cardiac Emergencies.
 - Cervical Spine Injuries.
 - Concussion and Traumatic Brain Injury.
 - Diabetic Emergency.
 - Head and Neck Injury.
 - Heat Illness and Heat Stroke.
 - Hypothermia.
 - Mental Health Emergencies.
 - Rhabdomyolysis.
 - Sickle Cell and Other Exertional and Non-Exertional Collapse.
 - Skin Infections.
- Prescription Medications, Banned Substances and Drug Testing.
- Protective Gear and Equipment.
- Sexual Violence.
- Visiting Team Care and Coverage.

In addition, and as a supplement to the legislative and policy requirements and related guidance described above, the following health and safety considerations and expectations will also apply to all championship events.

Ambulance Service

Planned access to an ambulance shall be provided by the championship host. If it is determined that an ambulance should be provided on site, the championship host shall obtain the ambulance service and the incurred cost is reimbursable by the NCAA. Any ambulance used must be equipped in accordance with all applicable government regulations and industry medical and safety standards.

Coaches, Officials, Event Staff and Spectators

Host institutions should consult as necessary with applicable institutional legal, medical and risk management personnel to determine and appropriately plan for the management of emergency and other health and safety incidents involving individuals other than student-athletes that may occur at the championship event or venue.

Medical Staff Credentials and Access

Travel party credentials for participating institutions will include credentials for medical personnel; provided it is the responsibility of the participating institution to include medical personnel in their normal credential numbers. Institutions may include medical staff beyond travel party limits provided they pay for the additional numbers with institutional funds. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.

Any medical staff traveling with participating teams will have access to their team participants with the assistance of host medical staff, should an injury occur. If medical staff are not to be seated with the team during any championship event for any reason, they should communicate to host medical staff their seat locations and host medical staff should be prepared to provide all participant medical staff with the necessary credentials to access and provide necessary escort to the team locker room or athletic training room in the event of an emergency. Typically, an access point from the stands supervised by security will allow access by medical personnel to student-athletes.

Portable Immersion Tubs

Portable immersion tubs (hot or cold) are permitted at championship events only where use is a component of an established emergency or other health and safety plan and managed under the direction of sports medicine staff, an athletic trainer or physician in accordance with all applicable institutional and government health regulations and requirements.

Section 13 • Host Institution Pre-Competition Checklist

FORMS

- _____ 1. **Online Proposed Budget(s).** Submit online via the NCAA Championships Host Bid portal (championships.ncaa.org) not later than Monday, May 20. NOTE: If you are interested in hosting a super regional, two forms (two-day budget and three-day budget) must **both** be submitted.
- _____ 2. **Online Key Contact Information.** Submit online via the NCAA Championships Host Bid portal (championships.ncaa.org) not later than Monday, May 20.
- _____ 3. **Regional Start Times Form.** Upload to the NCAA Championships Host Bid portal (championships.ncaa.org) using the “Bid Document Upload” tab not later than Monday, May 20.
- _____ 4. **Super-Regional Start Times.** Upload to the NCAA Championships Host Bid portal (championships.ncaa.org) using the “Bid Document Upload” tab not later than Monday, May 20.
- _____ 5. **Online Facility Profile.** Complete online via the NCAA Championships Host Bid portal (championships.ncaa.org) not later than Monday, May 20.
- _____ 6. **Professional Lighting Survey.** If you are interested in hosting regional or super regional competition, please submit a professional lighting survey taken within the last two years. Please upload the survey to the NCAA Championships Host Bid portal (championships.ncaa.org) not later than Monday, May 20.

If needed, a lighting performance checklist and best lighting practices document (regional and national broadcast.pdf) can be found at the following website: ncaa.com/news/ncaa/article/2013-11-21/ncaa-best-lighting-practices.
- _____ 7. **Power Verification.** Upload the “official” power verification document to the NCAA Championships Host Bid portal (championships.ncaa.org) not later than Monday, May 20.
- _____ 8. **Facility Photos.** Please submit color photographs of your facility (including identified photos of at least your stadium exterior and stadium interior, signage on fences, scoreboard, playing field, dugouts, clubhouses, proposed dugout location for Regional and Super Regional Video Review Headset Assistant, etc.) These photos should be uploaded to the NCAA Championships Host Bid portal (championships.ncaa.org) not later than Monday, May 20.
- _____ 9. **TV Announce Booth and Camera Location Photos.** Please submit color photographs of the locations you plan to designate as the TV announce position and the prescribed television camera positions. These photos should be uploaded to the NCAA Championships Host Bid portal (championships.ncaa.org) not later than Monday, May 20.
- _____ 10. **Video Replay Questionnaire.** Each host institution will be required to meet minimum replay review requirements for video review for both the regional and super regional round. Please see the “Video Review” section of this manual for full details.
- _____ 11. **Alcohol Sales.** Regional and super regional sites are eligible to engage in the sale of alcohol, provided certain criteria are met. Sites interested in serving alcohol must answer a few questions in the bid portal that will determine their institution’s eligibility to sell alcohol at their venue. If a school is deemed eligible and is interested in selling alcohol, it will be required to complete one of three agreements that must be signed and uploaded into the bid portal.
- _____ 12. **Certificate of Insurance.** Uploaded to the Championships Host Bid portal in advance of any possible regional and/or super regional competition your institution may be selected to host.
- _____ 13. **Drug-Testing Budget.** If notified that drug testing will occur, submit a proposed budget via facsimile to Drug Free Sport International (816-285-1439) as soon as possible after being notified.

- ___ 14. **Roster Form.** Submit during the administrative meeting at each site. This form may not be modified for a given round after it is submitted at the administrative meeting.
- ___ 15. **Safety and Security.** Upload your final safety and security plan and critical incident contact form by Monday, May 20.
- ___ 16. **Souvenir Merchandising Reports.** Merchandising reports and rights fees shall be submitted to the official NCAA concessionaire no later than three days after the completion of the regional or super regional. The forms will be included with the merchandise that is sent by Event 1, the NCAA official merchandiser.
- ___ 17. **Online Financial Report.** Within 60 days after completion of the regional or super regional, the online financial report must be submitted to the NCAA national office to avoid financial penalties. A check for the Association's share of the net receipts will need to be submitted at a later date.

GAME ADMINISTRATION

- ___ 1. **Bat Testing Equipment Order.** Each regional and super regional host institution who does not already own both of these items would need to place their order for a Baseball Bat Tester and/or a Baseball Bat Ring with Bat Testing Solutions via www.barrelcompression.com ***no later than noon Eastern time on Tuesday, May 28.***

Each super regional host institution who does not already own one of these items would need to place their order for a Baseball Bat Tester and/or a Baseball Bat Tester and/or a Baseball Bat Ring with Bat Testing Solutions via www.barrelcompression.com ***no later than noon Eastern time on Tuesday, June 4.***

- ___ 2. **Administrative Conference Call.** It is suggested that this call take place sometime Monday evening (May 27) after the regional bracket announcement. The super regional conference call should take place no later than Tuesday evening, June 4 (super regional sites will be announced Tuesday, June 4 via a press release tentatively at approximately 8 a.m. Eastern time). Please be sure to include the NCAA site representatives on the conference call. The NCAA site representatives will be designated once you have been selected as a host site.

Each team will be required to be represented on the call by an athletics department administrator and the head baseball coach. Should the head baseball coach be unavailable due to a previously scheduled practice, they may appoint a representative to participate on the call in their place. Other institutional representatives may participate in the call as needed.

- ___ 3. **Administrative Meeting.** Make arrangements for an administrative meeting to be conducted the day or night prior to the start of regional or super regional competition. Please provide the national office with the date, time and location of the meeting, and also be prepared to provide this information to the visiting teams during the administrative conference call.

Each team will be required to be represented at the meeting by an athletics department administrator and the head baseball coach. Other institutional representatives may attend the meeting as needed.

- ___ 4. **Schedule of Events.** Prepare the schedule of events and include pregame schedules, game times, meeting times, etc., for distribution to participants and individuals involved with the competition.

- ___ 5. **Facility.** Ensure that the playing field is in accordance with Rule 1 of the NCAA Baseball Rules.

- ___ 6. **Medical Personnel.** Make preliminary arrangements for a tournament physician, local hospital information and an athletic trainer for competition. Please be sure to follow all guidelines in the [NCAA Sports Medicine Handbook](#).

- ___ 7. **Corporate Involvement.** Submit proposals to the NCAA for any possible corporate involvement with the regional or super regional for advance approval.

- ___ 8. **Television.** Review the NCAA Broadcast and Media Services guidelines at NCAA.com/media.

- ___ 9. **Baseballs.** Inspect baseballs on arrival to ensure that the proper amount has been sent (42 dozen for the regionals; 18 dozen for the super regionals).

- ___ 10. **Baseball Rubbing Mud.** Secure baseball rubbing mud or another material in order for umpires to “rub down” the game balls to remove their glossiness.
- ___ 11. **Regional Bracket/Format.** Review the regional bracket and baseball Pre-Championship Manual to ensure you have an understanding of the pairings procedures and format for the regional competition.
- ___ 12. **Practice Schedules.** During the administrative conference call, establish practice schedules and determine when teams will practice.
- ___ 13. **Minor Officials.** Ensure that arrangements have been made to hire all the necessary minor officials (e.g., public address announcer, official scorer, scoreboard operator, regional and super regional Video Review Headset Assistant).
- ___ 14. **Merchandising.** Work with Event 1 contact to ensure that arrangements for Event 1 merchandise sales at your site are being appropriately handled.

HOUSING

- ___ 1. **Teams.** Make tentative housing arrangements for each visiting team. All team hotels shall be of equal quality, and in close proximity to the baseball stadium (within 30 miles). It is ideal and recommended to have all teams housed in separate properties. A minimum of 25 rooms must be reserved for each team through the final possible night of competition at your site. All rooms should be held until the team(s) checks out and then, and only then, should they be made available to the general public. It should be understood by the hotel that any rooms released by a participating team after it has been eliminated from the tournament should not be the financial responsibility of that team or the host institution. The visiting team(s) will be responsible for confirming the final arrangements, but the host institution shall provide the rate and contact person during the administrative conference call.

New for 2024 - Host institutions are not allowed to use university housing (e.g., dormitories) as an option to house participating team(s) in a regional and/or super regional. There are no exceptions to this policy that would be reviewed by the NCAA Division I Baseball Committee.

Only if it obtains a written release from the hotel general manager before 5 p.m. on practice day may a participating institution be released from all or a portion of its room obligation. The hotel is under no obligation to provide this release. The institution must file a copy of the written release with the NCAA site representative. Unless approved by the NCAA in advance, an institution is precluded from relocating to a hotel where another institution or umpires may have been assigned.

- ___ 2. **Officials.** Make single-room reservations for each of the six umpires at regionals and four umpires at super regionals in a hotel that is comparable in quality to the team hotels, and that is also in close proximity to the baseball stadium. These rooms must be reserved for each official through the final possible night of competition at your site.
- ___ 3. **NCAA Site Representatives.** Make a single-room reservation for each of the two NCAA site representatives in a hotel that is comparable in quality to the team hotels, and that is also in close proximity to the baseball stadium. The room must be reserved for each site representative through the final possible night of competition at your site.

TRANSPORTATION

- ___ 1. **Teams.** Please review the information and instructions regarding the NCAA Travel policies and procedures: [ncaa.org/championships/travel/championships-travel-information](https://www.ncaa.org/championships/travel/championships-travel-information).

Each team will be responsible for making its final arrangements and providing payment.

- ___ 2. **Rental Vehicles.** Review the “Rental Vehicles” section of the Pre-Championship Manual.

UMPIRES

- ___ 1. **Contact.** Contact the umpire-in-chief to determine when the crew will arrive at your site. The umpire-in-chief will no longer be required to attend the administrative meeting. You will be provided with the name of the umpire-in-chief once all the regional teams and pairings have been completed May 27. You will be provided with the name of the umpire-in-chief for super regionals on June 4.

- ____ 2. **Amenities.** Ensure that umpires have local transportation; a dressing room to accommodate six umpires; snacks and drinks available in their dressing room; seats that are available for them when not working a game; and determine what other needs they might have. Umpires should also be provided with any meals in their dressing room. A member of the host institution's athletic training/medical staff should also visit the umpires' dressing room after each game to ensure that all umpires who just worked a given game are not dehydrated, etc. Finally, the host institution needs to have a ball person assigned to assist the umpires for all games, and not just the games in which the host institution participates.
- ____ 3. **Meeting.** Make arrangements with umpires to have an administrative meeting with the NCAA site representatives and host institution personnel to review the ground rules in advance of the tournament. The final ground rules should be posted in each dugout throughout the tournament.
- ____ 4. **Umpire Expenses.** Remind the umpires that their game fees, travel and per diem will be paid directly by the NCAA.
- ____ 5. **Liaison.** Assign an individual to serve as the liaison with the umpires throughout the tournament.
- ____ 6. **Security.** All host institutions must provide uniformed security for the benefit of the umpires both in and around the stadium.

VIDEO REVIEW – REGIONALS AND SUPER REGIONALS

- ____ 1. **Video Review Headset Assistant.** Assign an individual to serve as the Video Review Headset Assistant for the entire regional and super regional. This person will have the headset on near the field of play (dugout location that should be at the end of the dugout closest to home plate) to assist the umpires with the headsets during a review. The Video Review Headset Assistant must wear the headset the entire game. This can be the same person as the video review facilitator (see below in item four of this section) if the site prefers. The Video Review Headset Assistant must also have a cell phone as a back-up form of communication, along with the power cord for the cell phone.
- ____ 2. **Dugout Location.** Determine a dugout location for the Video Review Headset Assistant. This location should be at the end of the dugout closest to home plate. This location should have access to a power outlet and a working analog phone line with long distance dial-out capabilities. There also needs to be enough XLR cabling that the Video Review Headset Assistant can come onto the field 30 feet to give the headsets to the umpires during a review. Finally, a power outlet must also be at the TV truck location designated for the DVSPORT, Inc. Replay Case.
- ____ 3. **Phone Line Installation.** The host institution should ensure an analog phone line (with long distance dial-out capabilities) is installed and working properly in the Video Review Headset Assistant area.
- ____ 4. **Installation and Testing.** Immediately upon receipt of the video review communication equipment, each host institution will be guided through the process of establishing video feeds and communication lines between the stadium and the centralized replay center (CRC). All equipment will need to be installed and tested with DVSPORT, Inc.

Video Review Facilitator – A host institution site representative from IT or Facilities also must be provided that can work with DVSPORT, Inc. on setting up the video encoder and Voice Over IP (VOIP) system at the host site and testing the video and communication transmission between the host site and the CRC. This person needs to be available to assist DVSPORT, Inc. one day prior to the start of the games through the end of the last game in case testing or troubleshooting equipment is required. This would be applicable for both the regionals and super regionals.

Internet connections – An internet connection is needed for DVSPORT, Inc. located at the TV truck location with a minimum throughput of 40 Mbps. Please review the video review section in this manual for the network specifics for the internet connection.

Intercom lines – Two XLR lines between the TV truck location and the designated Video Review Headset Assistant location. Please also review the video review section in this manual for an example of the type of cabling that is being requested.

- _____ **5. Video Review Requirements and Expenses.** Each host institution will need to meet minimum replay requirements for video review in conjunction with the regionals and super regionals. In addition, all expenses related to video review for the regional and/or super regional rounds will be the sole financial responsibility of the host institution. These expenses cannot be submitted with your proposed budget to host a regional and/or super regional round of competition. The institution will receive an invoice from DVSport, Inc. for the expenses for video review in conjunction with the regionals and super regionals. It is anticipated that this invoice will be approximately \$7,300 per regional and super regional site. If an institution hosts both a regional and a super regional, they will receive an approximate \$7,300 invoice for the regional round and another approximate \$7,300 invoice for the super regional round. If a host site does not have the necessary video cabling from the television truck location to the replay system location, this would also need to be provided at an approximate additional institutional expense of \$2,000.

Section 14 • Hydration Product

If the host must provide and/or purchase product for any NCAA championship use (e.g., committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.

Section 15 • Insurance

LIABILITY

If event is held on-campus:

Host institution/conference must maintain:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed, Host Liquor Liability, Operations and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

If event is held off-campus (also applies when on campus venue is operated by a third party)

Host institution/conference or Local Organizing Committee must maintain:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations, Host Liquor Liability and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference or LOC is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

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All venues must maintain:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$10,000,000 Per Occurrence
 - \$10,000,000 General Aggregate
 - \$10,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit
- e. Liquor Liability insurance with minimum limits of \$10,000,000 per occurrence and \$10,000,000 in the aggregate. The NCAA must be named as an additional insured on the venue's Liquor Liability policy.

Notes:

1. All agreements, whether with the institution, conference, an LOC or the venue shall include mutual indemnification language.
2. If an Unmanned Aerial Vehicle (UAV) or Drone will be used by the hosts or venue or its contractor, \$1M in liability insurance coverage shall be procured and maintained for third party body injury, property damage or privacy with no exclusion for loss arising from electronic malfunction.
3. Certificate must be submitted to the NCAA 30 days prior to competition.
4. Waivers for state institutions can be offered, but will not be offered in cases where the host institution is not responsible for championship operation.
5. Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.
6. All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must provide cross liability coverage (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No policy shall contain a self-insured retention without prior written approval of the NCAA. No policy shall contain a deductible in excess of \$25,000 and any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA. Prior to execution of the agreement, the host institution/conference, LOC or venue shall furnish the NCAA with certificates of insurance evidencing compliance with all insurance provisions noted above. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by the host institution/conference, LOC or venue. Any actions, errors or omissions that may invalidate coverage for host institution/conference, LOC or venue shall not invalidate or prohibit coverage available to the NCAA. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.

Section 16 • Lodging

NCAA Non-Predetermined Preliminary-Round Competition

For all NCAA non-predetermined preliminary round competition, unless otherwise stated, the host institution/agency shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements. The selected hotel properties shall be within no more than 30 miles of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations.

The team hotel properties for the NCAA Men's College World Series will be prioritized based on feedback from the Omaha local organizing committee (College World Series of Omaha, Inc.). Following the completion of the regional round, each super regional site will be ranked based on the best-seeded team in that super regional. If a super regional site consists of two teams that are not seeded in the top 16 of the bracket, the NCAA Division I Baseball Committee will determine the team lodging assignment order.

The winner of the super regional with the best seeded team remaining will be assigned to the top team hotel in Omaha. The winner of the super regional with the second-best seeded team remaining will be assigned to the second-best team hotel in Omaha. This process will repeat until all eight super regionals have been assigned to a team hotel property.

If there are two teams assigned to a given team hotel, adjustments may be made so that they will be from the same side of the bracket.

Championship participants are mandated to stay at the NCAA's contracted hotel properties for the event. Any participants staying outside of the NCAA contracted hotel block(s) will not be reimbursed.

The participating institution may use the rooms for persons accompanying the official traveling party.

Teams. Make tentative housing arrangements for each visiting team. All team hotels shall be of equal quality, and in close proximity to the baseball stadium (within 30 miles). It is ideal and recommended to have all teams housed in separate properties. A minimum of 25 rooms must be reserved for each team through the final possible night of competition at your site. All rooms should be held until the team(s) checks out and then, and only then, should they be made available to the general public. It should be understood by the hotel that any rooms released by a participating team after it has been eliminated from the tournament should not be the financial responsibility of that team or the host institution. The visiting team(s) will be responsible for confirming the final arrangements, but the host institution shall provide the rate and contact person during the administrative conference call.

New for 2024 - Host institutions are not allowed to use university housing (e.g., dormitories) as an option to house participating team(s) in a regional and/or super regional. There are no exceptions to this policy that would be reviewed by the NCAA Division I Baseball Committee.

Only if it obtains a written release from the hotel general manager before 5 p.m. on practice day may a participating institution be released from all or a portion of its room obligation. The hotel is under no obligation to provide this release. The institution must file a copy of the written release with the NCAA site representative. Unless approved by the NCAA in advance, an institution is precluded from relocating to a hotel where another institution or umpires may have been assigned.

Officials. Make single-room reservations for each of the six umpires at regionals and four umpires at super regionals in a hotel that is comparable in quality to the team hotels, and that is also in close proximity to the baseball stadium. These rooms must be reserved for each official through the final possible night of competition at your site.

NCAA Site Representatives. Make a single-room reservation for each of the two NCAA site representatives in a hotel that is comparable in quality to the team hotels, and that is also in close proximity to the baseball stadium. The room must be reserved for each site representative through the final possible night of competition at your site.

If an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution.

MERCHANDISING

The hotel understands that the NCAA exclusively will have first right of refusal to sell products licensed by the NCAA for merchandising at the selected hotels. If the NCAA executes this right, the hotel agrees to provide space in its lobby, tables, electricity, dedicated phone line and a secure storage location for such sales at no charge to the NCAA merchandising agent. The NCAA guarantees that the merchandise will be displayed in a neat, professional manner.

In return, the NCAA merchandising agent will pay to the hotel a percentage of the net sales from the hotel location. Net sales are defined as gross sales minus sales tax and credit card fees. The percentage rate will be a predetermined, non-negotiable rate included in the contract between the two parties, except as specified (if any).

Section 17 • Marketing

CONTACTS

The host institution should designate a marketing contact or marketing team for the championship. This person should be familiar with marketing strategies that have worked in the community where the championship will be held to sell tickets and drive attendance. It is the primary responsibility of the marketing contact to work closely with the NCAA Championships Marketing contact to create and implement the championship marketing plan. While many host institutions may have a marketing contact in the athletics department, this individual may also be from the local organizing committee, convention and visitor's bureau, sports commission or a combination thereof. Contact information for the designated marketing contact(s) should be submitted through the Key Contact portion of the Host Reporting System.

EXPECTATIONS

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA Tournament Operations point person can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship by developing inclusive promotion and awareness opportunities and using diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.

MARKETING PLAN

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championships Marketing contact. The marketing should reflect the host's commitment to creating an environment where all guests feel welcome and see themselves represented throughout the championship experience. All marketing plans, marketing budgets and collateral must be approved by the NCAA Championships Marketing contact prior to implementation.

MARKETING COLLATERAL

NCAA Marketing Portal. The NCAA Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The [NCAA Marketing Portal](#) can be accessed at [NCAACHampsPromotion.com](#).

Championship hosts should customize and download all necessary artwork to promote the championship from the website. Hosts should use imagery from the artwork provided, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship round you are hosting.

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username and password. Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information.

Customizable artwork templates and marketing resources available on the NCAA Marketing Portal include, but are not limited to:

- PRINT
 - Poster
 - Flyer

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- Print Advertisement
- Table Tent
- DIGITAL
 - Email blast
 - Banner
 - Social Media Graphics
- OUTDOOR
 - Billboard
 - Banner
- RESOURCES
 - Marketing Best Practices
 - Social Media Guidelines
 - Special Artwork Requests

If you have artwork needs and/or sizing which may not be available on the NCAA Marketing Portal, you may submit a special request through the website. Any additional questions can be directed to ncaachampspromotions@ncaa.org.

All requests must be approved by the national office staff before you proceed. Artwork requests and approvals will be managed through the website. If you do not have a local print vendor, we have listed NCAA preferred vendors on the website.

Collateral should not be created outside of the NCAA Marketing Portal. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.

*Please note, a limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Marketing Portal.

Television/Video and Radio Ticket Spots. The marketing website allows hosts of select predetermined championship sites to download TV, video, and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA Championship Marketing contact.

SOCIAL MEDIA GUIDELINES

Host institutions/conferences may use already established social media accounts (Facebook, Twitter/X, etc.) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Please refer to ncaa.org/socialmedia for a listing of official NCAA social media accounts.

APPLICABLE MARKETING BYLAWS

NCAA Division I Bylaws - Pertaining to NCAA Championship Promotions

12.5.1.1.1 Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 8/7/03)

12.5.1.8 Promotion of NCAA and Conference Championships. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 8/7/03)

12.6.1.8 Reciprocal Marketing Agreements – Sports Other Than Football and Men's Basketball In sports other than football and men's basketball, an institution's marketing department may enter into a reciprocal contractual relationship with a professional sports organization for the specific purpose of marketing and promoting an institutionally sponsored sport. (Adopted: 4/29/04 effective 8/1/04, Revised 2/17/12)

13.1.8.5 NCAA Promotional Activities Exception. An institution's coach may participate in NCAA promotional activities (e.g., autograph sessions, fan festivals and opening ceremonies) at NCAA championship events, provided contacts with prospective student-athletes are not prearranged and recruiting activities do not occur. (Adopted: 4/28/05)

NCAA Division II Bylaws - Pertaining to NCAA Championship Promotions

12.5.1.1.3 - Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/12/04)

12.5.1.7 - Promotion of NCAA and Conference Championships. The NCAA [or third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/12/04)

12.6.1.2 - To Intercollegiate Event. A professional sports organization may serve as a financial sponsor of an intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. [D] (Adopted: 1/10/92, Revised: 8/5/04, 10/28/10, 6/22/11, 1/14/12)

13.4.3.2 - NCAA or Conference Championship Promotional Materials. The NCAA or a member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, conference, local organizing committee)] may produce and provide championships promotional materials to any individual or group, provided the materials: [D] (Adopted: 1/11/00 effective 8/1/00, Revised: 1/13/03 effective 8/1/03, 1/10/05 effective 8/1/05, 6/22/11)

- (a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);
 - (b) Are not sent exclusively to prospective student-athletes;
 - (c) Are available to the general public; and
 - (d) Do not promote the institution's athletics program.
- (c) The printed material contains no information related to the institution's athletics program.

Section 18 • Media Services

The NCAA considers this hosting opportunity a partnership between the host school/conference, facility and the NCAA. The primary objective of everyone involved in the administration of the championship shall be to provide a memorable championship experience for each participating student-athlete, coach, administrator and tournament attendee.

Note that health and safety protocols related to preparedness, response and protocols might have an effect on the media services detailed below, with any changes provided to all hosts in advance of each championship.

ALL-TOURNAMENT TEAM

A regional all-tournament team, consisting of the following positions, will be selected by the working news media or an all-tournament selection committee: catcher, first baseman, second baseman, shortstop, third baseman, left fielder, center fielder, right fielder, designated hitter and two pitchers.

The most outstanding player will be selected from among these positions. Super regional sites will not have an all-tournament team.

BROADCASTING/INTERNET

Please log on to NCAA.com/media for information regarding broadcast/internet rights.

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at ncaa.org – ncaa.org/sports/2013/11/29/men-s-college-world-series-records-books.aspx.

CREDENTIALS

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA will provide credentials for all regional and super regional sites. **Please contact Jenn Rodgers (jroddgers@ncaa.org) for more information.** The “Conditions Placed on Use of Credentials, which are located at NCAA.com/credentialterms, should be visible at credential pickup.

The following credentials types will be produced by the NCAA and shipped to each host site:

- Conference Administrator - For conference office personnel (not in a media-related role) who need access to many areas, including the game surface.
- Event Management - For event management staff who do need access to various areas.
- Media - For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only)).
- Participant - For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- ESPN - ESPN should have their own credential to allow them to specific places such as the truck compound.

It is up to the tournament director to determine which areas may be accessed with each credential type.

CREDENTIAL QUALIFICATION AND ACCEPTANCE

Final-Round Site - Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to NCAA.com/media, which includes credential application instructions,

credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems). Credential system training sessions may be conducted. The system will notify via email all media members who apply for credentials whether their request has been approved or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, parking and any other pertinent information.

Preliminary-Round Site - Preliminary-round/site media coordinators should send a credential request form to members of the local media to determine who will be covering the event.

** Working credentials will not be mailed. The media coordinator should issue credentials individually at an appropriate site at the venue or at the designated headquarters hotel. A government-issued photo ID is required to pick up credentials. Credentials are non-transferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed.

CREDENTIAL BOARDS

The NCAA will provide credential boards to all sites. These are to advise security personnel at the competition venue which credentials are allowed into specific areas of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

FINAL RESULTS BOOKS AND STATISTICS

The final results book for team championships should include, at a minimum, final statistics, results, and a play-by-play summary, as well as a quote sheet from at least the two head coaches (inclusion of at least one student-athlete per team is preferred). The final book also may include a cover sheet, recap and postgame notes.

The host institution shall provide complete statistics of all NCAA championships competition. The Automated Scoreboard for Baseball (StatCrew) should be used for scoring all 2024 NCAA Championship games.

FLIP CARDS

Flip cards may be provided to all media members for easy reference to participating team information, where applicable. The flip cards may include all players on the roster and a minimum of their uniform numbers along with the head coach and any assistants. The flip card may include team results as well as standard information regarding the game, such as date, location and opponent.

INTERNET POLICY

The NCAA website, [NCAA.com](https://www.ncaa.com), serves as the official online resource for NCAA championships.

The NCAA and its partners own the Internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

Internet Live Statistics

NCAA.com will be primary location for internet live stats. NCAA.com will also coordinate with StatBroadcast and will coordinate with the host SIDs/Media Coordinators for proper set up.

MEDIA GUIDES AND POSTSEASON GUIDES

The host media coordinator should notify each school that qualifies for the championship how many media guides and/or postseason guides may be sent to the championship site and/or if media guides and postseason information should be uploaded to the NCAA box library. If wanting to provide a printed version, the media coordinator should provide an overnight address where the schools can send the information (their office or the facility) and a deadline as to when it should arrive. Consider security when selecting the location where these materials will be shipped. Digital media guides and notes should be accommodated.

MEDIA ACCOMMODATIONS

Meals. Media meals are not required at all championships. Disbursements should be guided by the budget which was originally submitted by the tournament manager and approved by the NCAA national office.

Parking. Media parking should be provided at all championship host sites. The media coordinator should determine if it would be more effective to use parking passes or a parking list. If passes are used, the host institution must generate them. Media shuttle systems may also be used provided any costs are approved in advance by the specific sport committee and NCAA championships staff liaison.

Media Workroom. If necessary, a media workroom should be designated at each site, where media members can file stories following competition. The workroom should provide an adequate amount of media seating, electrical outlets, complimentary wireless internet access and a pool of high-speed internet lines, if possible. Each school's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

NEWS FILM AND MINI-CAMS

Please visit NCAA.com/media for updated information related to television, video and ENG policies.

OFFICIATING QUESTIONS/POOL REPORTER

Should clarification be needed by the media regarding a unique ruling, play or situation that occurred during competition, a statement will be issued by official NCAA personnel (e.g., secretary-rules editor, NCAA national office staff, umpire crew chief) through the NCAA and/or host site media coordinator.

PERSONNEL

Each media coordinator is responsible for organizing workers to assist in the media operations of the championship. It is important to remind volunteers that they may see very little of the championship competition because of their responsibilities and the NCAA will not pay any expenses. All volunteers should be a minimum of 16 years or older. It is preferred that all media coordination volunteers have experience with media relations or championships.

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.

The following is a sample list of duties for volunteers (if applicable). This list may include duties not necessary at a given site and may not be a conclusive list for a given site:

- Copy Machine Personnel - Photocopies materials (statistics, notes, quotes, etc.).
- Credential Distribution - Pass out credentials to the media; check government-issued photo ID.
- External PA - Announcer for fans.
- Internal PA - Announcer for the media.
- Locker Room Attendant - Person to identify when the locker room is open and closed to the media.
- Note Takers - Compiles worthy notes during and after the game or day.
- Photo Marshall - Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.
- Press Conference Moderator - Introduces players and coach; directs questions from media.
- Quote Takers - Records postgame quotes from the press conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator - Transmits statistics, notes, quotes, through appropriate delivery means (website, email, social media, etc.).

- Runner(s) – Distributes photocopied materials (statistics, notes, quotes, etc.).
- Spotter - Helps the official scorer identify student-athletes and any other assistance for the official scorer.
- Stat Crew – Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts – People to escort the coaches and student-athletes to the postgame press conference.

NEWS CONFERENCES

The media coordinator, or a member of the coordinator's staff, shall attend all press conferences, including any conducted before the start of championship play. A media coordinator can decide to have a pre-championship news conference if the number of media or interest in the championship warrants it. If a formal press conference will be held, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. With permission from the NCAA, exceptions may be made to the policy.

The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

Note: In the event that a student-athlete has been selected for drug testing, all media obligations must be fulfilled before going to the drug-testing center.

Team Championships with a Formal News Conference. The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team's press conference. (Note: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to championship manual for the sport.)

It is mandatory for the head coach and at least one student-athlete to report to the press conference following the cooling-off period. However, media coordinators should request a minimum of two student-athletes. A coach can shorten the cooling-off period but cannot extend it.

As soon as one media member enters a locker room, it will be open to all media members. Locker rooms are open to the media for a minimum of 30 minutes, provided media are present the entire time.

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or the NCAA Radio Network, but not school radio stations) before the press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

Moderator Duties

1. The moderator should give pertinent game statistics to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.
2. Media coordination representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.
3. The moderator should open the press conference by asking the head coach for his/her opening statement.
4. After the coach's comments, the moderator should invite questions from media.

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5. If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.
6. Limit the losing team to 10 minutes and the winning team to 20 minutes.
7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

Press Conference Setup. 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 and an elevated head table.

Media coordinators should use an audio mixer (mix down unit) in the interview area to permit individuals using 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.

The following is a checklist of suggested minimum requirements for the interview room:

- Seating for a minimum number of media.
- Risers or an area with an unobstructed view for television cameras.
- Table for a minimum of 4-6 interviewees.
- Sufficient electrical outlets.
- Sufficient lighting for dais and workspaces.
- Mult box.
- Wireless microphones.

For selected NCAA championships, press conference backdrops, interview room table tents and microphone flags will be sent to the institution by the NCAA. Quotes shall be distributed to the media immediately following each press conference.

PHOTOGRAPHER

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space.

PHOTOGRAPHY AREA POLICIES (MEDIA)

The media coordinator shall be prepared to designate “photographer positions,” should media requests warrant it. “Prime” positions should be given to NCAA Photos and/or Getty Photos, or otherwise rotated among members of the media. All special requests must be approved by NCAA staff or site representatives.

PROGRAMS

Championships will feature either a printed or digital game program, which the NCAA and LEARFIELD Publishing has the exclusive right to post/distribute at the competition venue during the championship. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available. Any publications delivered to the venue are the property of LEARFIELD before, during and after the event.

LEARFIELD will be responsible for all program production, including editorial content, layout and design, advertising and printing. Championship media contact should provide LEARFIELD with text and photos for editorial pages about host institution/venue/city, if requested by LEARFIELD. Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Chad Laytham (chad.laytham@learfield.com).

LEARFIELD encourages the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes), provided any such materials:

- Are only distributed with the purchase of a program.
- Do not include information available in the program.
- Do not include advertisements.

The host should not include expenses for such supplements in the championship budget and/or financial report. All supplemental content is subject to NCAA and LEARFIELD approval.

RADIO/INTERNET AUDIO COVERAGE

Radio broadcast rights and made-for Internet audio at any NCAA championship may take place only through advance written request and permission of the NCAA media services group. (Refer to NCAA.com/media.)

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto NCAA.com/content/audio-policies-0.

SEAT ASSIGNMENTS

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions.

SECURITY

Security personnel should be instructed to protect the working media areas and interview area, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials.

STATISTICS REPORTING TO THE NCAA

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, NCAA.com, with the NCAA providing delivery information. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

Institutions should send all information as follows:

- Email the information to NCAA-Editorial@warnermedia.com. Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.

TEAM VIDEOGRAPHER

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. For the latest information and policies in regard to team content, go to "Team Content Policy" link at NCAA.com/media-center/broadcast-services.

INTERNET

Complimentary 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.

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

NCAA Championship hosts and LOCs are welcome to build a city specific microsite to house local information regarding things-to-do, travel tips, restaurants, volunteer info, etc. The primary purpose of the microsite should welcome fans and enhance their experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

Please note: the URL for your microsite should not be promoted and will be linked directly through NCAA.com. It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on NCAA.com.

DINING, SHOPPING AND ATTRACTIONS

The following topics are permissible to house within your microsite:

- Local fan gathering and entertainment locations.
- Shopping and dining.
- Special attractions.

LOCAL NEWS

The microsite can contain story modules to promote local press releases or additional information pertaining to hosting the event. This should not include information about the competition.

VENUE AND TRANSPORTATION INFORMATION

City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:

- Venue address.
- Venue parking map and details, Google map.
- Venue security information.
- Public transportation options.

VOLUNTEER INFORMATION

The microsite can contain additional details to recruit and register volunteers. A general overview, schedule and registration information are commonly found details within this section.

SELECTIONS, PRELIMINARY ROUNDS AND BROADCAST SCHEDULE

All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to NCAA.com with the use of the NCAA.com logo.

EMAIL SIGN UP

Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up: [NCAA.com/newsletter-signup](https://ncaa.com/newsletter-signup)

LOGO USAGE

For championship logos, please submit a request to access the NCAA Digital Library at <https://ncaa-logo.pd.dmh.veritone.com/user/login>.

COPYRIGHTS, LICENSING, TRADEMARKS AND CORPORATE MARKS

The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

Host cannot promote or click through to any URL other than NCAA.com.

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: ncaaphotos.photoshelter.com/contact

- The microsite must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

A complete list of NCAA trademarks and trademark protection can be found by [clicking here](#).

SOCIAL MEDIA

All social media icons should link to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at [NCAA.com/Social](#)

MOBILE VERSION

The NCAA championship information pages will be mobile friendly. In order for the microsite to convert to mobile devices, pages will need to be created for use on a mobile site.

LOCAL CONTRIBUTOR RECOGNITION

The LOC/host institution is able to recognize their local contributors under the following guidelines:

- In text form only.
- The NCAA's logos need to be removed from that specific page.
- The link to this page is not in main or sidebar navigation (bottom navigation only).
- This page is entitled "Local Contributors."
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the NCAA Corporate Champions/Partners are listed within that text.

MICROSITE EXAMPLES

If you would like to review an approved championship microsite, please reference the following page:

- Omaha Men's College World Series Microsite: <https://cwsomaha.com>

PHOTOGRAPHY

NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition at the finals site, unless otherwise specified. Hosts institutions are not required to have a photographer when Clarkson is not on site. An additional photographer may be hired by NCAA staff to shoot additional days and ancillary events, if the staff so chooses. For those instances, it is necessary to have the hired photographer(s) complete the photography services agreement.

All photographers will agree to the NCAA Championship Photography Terms and Conditions upon requesting a credential. Photo sales on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special rate and are bound by the following rights:

"For official NCAA member institution athletic department website and publications only. Other reproduction, distribution, and/or display print production is prohibited unless specified in writing."

For internal member institution use, please contact Clarkson-Creative at info@ncaaphotos.com with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos. For all other uses, please contact Andy Krause (Andrew.Krause@gettyimages.com).

Any other entity, with the exception of the NCAA membership, seeking a championship event photo must license it through Getty Images. To license an NCAA championship event photo, please visit on.ncaa.com/NCAAonGetty.

For additional questions regarding championship photography, please contact Nate Flannery (nflannery@ncaa.org; 317-917-6222).

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

The official NCAA social media pages and official hashtags can be found here: on.ncaa.com/SocialAccounts

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, fliers, etc.). The NCAA also promotes the championship (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA account on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established methods, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other's pages) and mentions on Twitter/X (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through Lauren Wilson the championship coordinator of digital and social media, lwilson@ncaa.org.

A host should not create a social media account or page (Facebook page, Twitter/X feed, Instagram, TikTok, Snapchat, etc.) solely devoted to promoting an NCAA championship. These pages become outdated, distract fans from established pages and fracture the NCAA message.

Top considerations when planning for social media event marketing:

1. **Know your social media audience.** Use account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. **Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
3. **Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. **Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
5. **Be concise.** Get to the point within two sentences. Less than that, if possible.
6. **Lead your video.** You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
7. **Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter/X and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter/X, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
8. **Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
9. **If you hesitate about posting something, you probably shouldn't.** There are no re-dos in social media. A "delete" doesn't mean you can delete someone seeing it.

Please send direct questions to Lauren Wilson, lwilson@ncaa.org, or send ideas or news to the general box, socialmedia@ncaa.org.

Section 19 • Medical

ATHLETIC TRAINING

Appropriate athletic training facilities should be available on-site for the teams.

Athletic trainer(s) shall be available in the athletic training facility and assist the participating institutions' sports medicine staff. Athletic trainer(s) shall be on-site for each scheduled practice or competition. Physician(s) shall be on-call or on-site for all practice and game days. When applicable, the host institutions shall provide specialty physicians (e.g., dermatologists, orthopedic, ophthalmologist), dentist, X-ray technicians, emergency medical technicians (EMTs) or licensed massage therapists.

CONCUSSION MANAGEMENT

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

NCAA legislation requires all active member institutions to have a concussion management plan for their student-athletes. The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated. Additional guidance on the recommended content of a concussion management plan can be found in the Concussion Safety Protocol Checklist, which can be found here: ncaa.org/sites/default/files/2017SSI_ConcussionSafetyProtocolChecklist_20170322.pdf.

For further details please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions" online at ncaa.org/health-and-safety/medical-conditions/concussion.

MEDICAL EXAMINATIONS

As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host school, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation. For all other instances, the student-athlete's on-site team physician can determine whether a student-athlete with an injury or illness should continue to participate or is disqualified. In the absence of a team physician, the NCAA tournament physician will examine the student-athlete and has valid medical authority to disqualify him if the student-athlete's injury, illness or medical condition poses a potentially life threatening risk to himself. The chair of the governing sport committee (or a designated representative) shall be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

MEDICAL FACILITIES

The host institution must arrange for a tournament physician, local hospital information and an athletic trainer for the tournament. Please be sure to follow all guidelines in the NCAA Sports Medicine Handbook: ncaapublications.com/productdownloads/MD13.pdf.

Section 20 • Merchandise/Licensing

ADMINISTRATION

The NCAA licensing department has oversight for the event merchandising program at all rounds and sites of NCAA championships. All licensing and merchandising questions should be directed to David Clendenin (317-917-6496; dclendenin@ncaa.org).

AVAILABILITY

An online ordering system will be available to participating institutions interested in ordering Event 1, Inc., merchandise in advance of the championship. Orders will be shipped by Event 1 directly to the participating institution's campus.

GENERAL POLICIES

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20% commission fee for providing these services. The 20% commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20% commission fee:

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise.
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. Everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
 - Merchandise made available for sale at all times during the event.
 - Each item neatly displayed with correct prices clearly marked.
 - Merchandise should be neatly folded at all times.
 - Neatly dressed personnel that are customer-oriented.
 - Skirted tables for display and checkout.
 - Display boards and grids to properly display product at all selling locations.
 - Selling locations located in high traffic and easily located locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Keeping selling areas clean and neat at all times.

- Re-stocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
 - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
 - j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.
 - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion of the event.
 - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

The host institution/conference may not sell or allow for sale any merchandise that infringes upon the exclusive rights of Event 1, Inc.

Institutional Merchandise. A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20% commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15% of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship.

Reordering Process. The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

Event 1 will provide an event manual, which will include the contact information for the event coordinator assigned to the event as well as additional merchandising guidelines.

Section 21 • Safety and Security

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the [Best Practices for Venue Safety and Security](#) when developing a safety and security program.

The suggestions outlined in the Best Practices for Venue Safety and Security are based on practices that are employed by competition venues across the nation. The need and ability to implement them at each facility and event will vary. Properly trained and equipped personnel constitute the primary element of implementing a successful safety and security program.

Best Practices for championships competition venue safety are intended for guidance purposes only; they are not a requirement under NCAA or other regulations or legislation. In addition, because of the wide variety of designs and sizes of competition venues; and composition and profile of particular events, not all Best Practices will be reasonable or applicable.

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form by May 20, 2024.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

WEATHER

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship administrator with a summary and details of the anticipated weather/environmental issue and proposed alternate schedule prior to making or announcing any formal changes.

Lightning and Weather Detection Service

The NCAA has made arrangements to provide a lightning detection and weather monitoring system (DTN WeatherSentry) 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. A tournament staff member should be dedicated to weather monitoring. This service is provided complimentary so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament director should request to include their emails and/or phone numbers via text to the weather monitoring system so updates will be received. The site representative and tournament director should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the tournament director make contact with a local meteorologist to further facilitate weather and environmental monitoring.

Section 22 • Ticketing

TICKET POLICIES/OPERATIONS

- 1. Ticket Design/Printing.** If championship tickets must be printed, the NCAA will manage the design and printing of the tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.
- 2. Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

Please note any minimum and maximum ticket prices as set forth by the committee or needed to meet financial guarantees.

The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA.

- 3. Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. The LOC/host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk-up sales and day of event issue resolution in the box office.

- 4. Control of Venue Seating.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants.

The NCAA shall be responsible for determining the allocation and the location of all ticket allotments. The LOC/host or competition venue may not re-sell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

- 5. Suites.**
 - a.** The competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees at the time of the bid. All revenue from such suites will belong to the NCAA.
 - b.** The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.

- c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.
- d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

6. LOC/Host Ticket Policies.

- a. **Allocation.** For all championships other than Division I men's basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.
- b. **Budget Relief.** At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.
- c. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.
- d. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for individuals with disabilities and their companions and assist with inquiries from ticket purchasers or holders in need of accessible seating or companion seating. Additionally, the box office shall assist with all lost, stolen or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen or misdirected tickets.

7. Competition Venue Responsibilities.

- a. **Seating Manifest.** The competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.
- b. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, may conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills."
- c. **Final Manifest.** Upon completion of the site survey and determination of "kill" seats, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.
- d. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must comply with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.
- e. **Participating Institutions' Tickets.** The competition venue's box office shall send the paper or mobile tickets allocated to the participating institutions. An invoice, manifest, seating diagram, instructions and payment deadline information shall be sent with the participating institution's tickets. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to ship paper tickets.
- f. **Sales Reports.** The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports. Reports should be provided on a regular basis, as directed by the NCAA. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.

- g. **Final Ticket Database.** Each host conference, institution and/or venue must provide ticket purchaser information to the NCAA upon request, as well as, at the conclusion of the competition. Collecting purchaser information is essential for marketing efforts and post-event purchaser surveys which allow the NCAA to improve the championships experience. All relevant purchaser information must be submitted in an Excel or CSV file. The information should include, but not be limited to: Last Name, First Name, Address, City, State, Zip Code, Email, Phone Number and purchase information such as Total Seats Purchased and Total Purchase Price.

2023-24 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at [NCAA.com/ticket-terms](https://www.ncaa.com/ticket-terms).

The ticket back language should be placed on the back of all ticket stubs, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

Section 23 • Transportation

PARTICIPATING INSTITUTIONS

Teams eligible for air travel must arrange make arrangements through Short's Travel Management. Short's can be reached at 866-655-9215 or by email at ncaaalo@shortstravel.com.

Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use Short's Travel Management (STM Driven) to book on-site ground transportation. Short's Travel (STM Driven) can be reached at 844-814-3939 or at ncaachamps@stmDriven.com.

The home side ground transportation will be arranged by the institution in accordance with NCAA safety standards. Institutions that are eligible to drive to the championship will book ground transportation independently in accordance with the NCAA safety standards and seek reimbursement through the NCAA Travel Expense System (TES).

Expense reimbursement for participation in championships will be filed through our online system. The TES can be found at travel.ncaa.org.

All NCAA Championship travel information can be found [here](#).

PARKING

The host institution is responsible for securing complimentary parking at team hotels for team buses and any courtesy vehicles provided, if possible. The competition venue shall provide a designated complimentary parking area for team buses and courtesy cars at the competition venue.

Section 24 • Volunteers

GOAL AND RECRUITMENT

A volunteer program for the championship should be implemented to accomplish the following goals:

- Provide an enthusiastic and warm welcome to participants and guests.
- Answer questions and provide information to visitors.
- Contribute to the general excitement surrounding the championship.
- Assist the LOC with championship operations.

Championship volunteer programs should represent the student-athletes and communities we serve, embrace diversity and be inclusive of individuals from all backgrounds and identities. The NCAA and the LOC shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect diversity across all aspects, including race, age, sex, class, national origin, creed, educational background, religion, gender identify, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. The LOC/host institution should keep the NCAA's commitment to diversity top of mind as they assign volunteers to the various roles and responsibilities throughout the championship.

Volunteers must be 18 years of age or older and must sign a volunteer release waiver. Individuals with driving responsibilities MUST be 25 years of age or older.

Student-athletes or prospect-aged individuals MAY NOT be recruited in any way different than general public volunteers. The Local Organizing Committee (LOC) cannot make a specific volunteer presentation to student-athletes of the host institution/conference. Student-athletes and prospect-aged individuals may apply to volunteer in the same manner as individuals from the general public. Student-athletes and prospect-aged individuals must be selected by the same criteria as the general public applicants.

The NCAA may request additional volunteers from the LOC as necessary.

WAIVERS

Each volunteer must sign a waiver of liability before the start of the championship. If there is a written agreement governing volunteer service, a release component must be added if one does not already exist. After the championship, all waivers shall be collected and kept on file, in case requested. The NCAA will provide a volunteer waiver form.

Appendixes

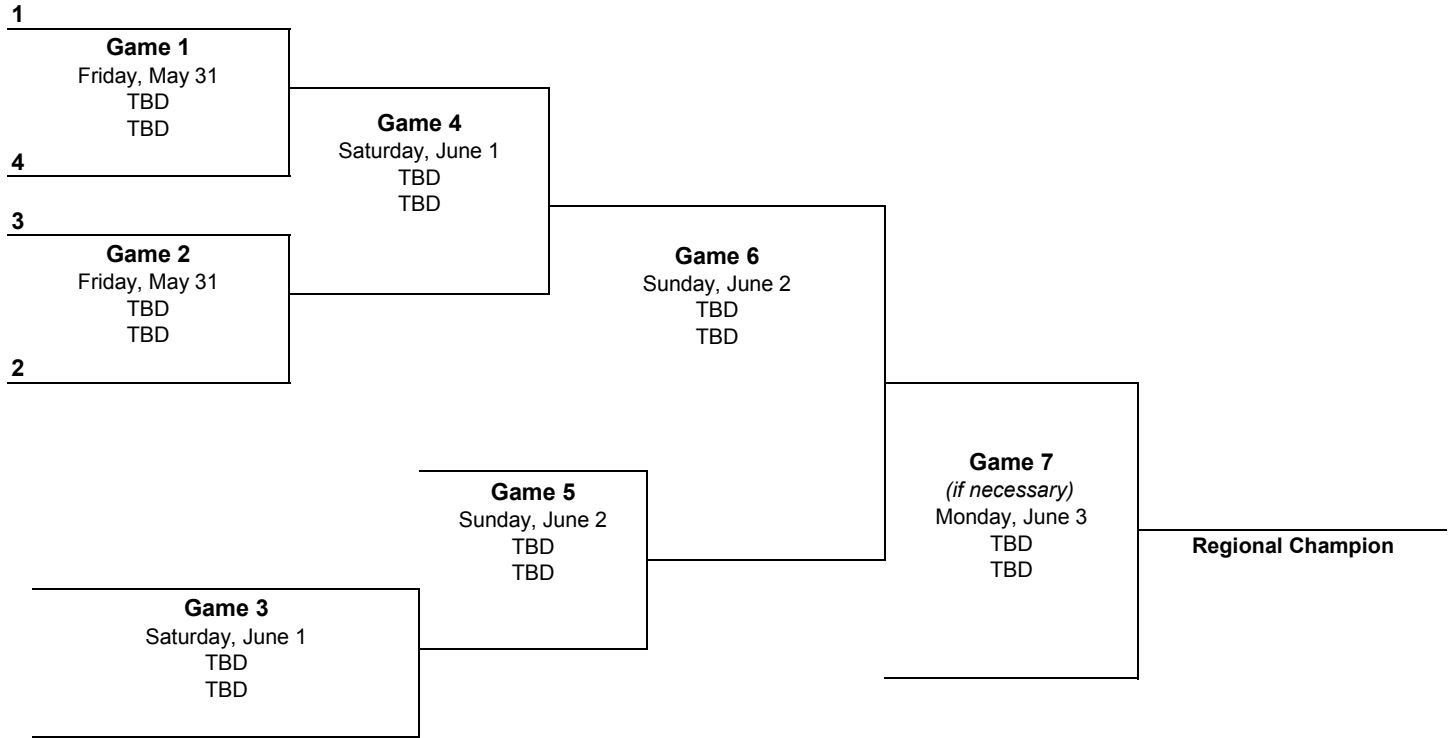
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Appendix A • Regional Bracket



2024 NCAA Division I Baseball Championship Regional May 31 - June 3, 2024



*Home team
All times are local and subject to change.

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Appendix B • Travel Party Roster Form

2024 NCAA DIVISION I BASEBALL CHAMPIONSHIP Travel Party Roster

_____ **Regional**
 _____ **Super Regional**



Institution: _____ **Date:** _____

Head Coach: _____

On the field, including the practice field, bullpen, bench and dugout, each team is limited to four official coaches in uniform (head coach, assistant coaches and volunteer coach), 27 eligible student-athletes in uniform, and nine additional individuals as determined by the institution. Only uniformed personnel, including coaches and eligible student-athletes, may be permitted between the white lines and in the bullpens.

The bat handler, who must be 13 years of age or older, does not count against the maximum limit of 40 individuals. Non-uniformed personnel in proper attire may participate in pregame warm-ups. Once a game begins, the athletic trainer or manager is permitted on the field only to perform his/her appropriate duty (e.g., warming up a pitcher is not considered an appropriate duty). A non-rostered bullpen catcher is permitted but must be included in the 40-person team dugout limit. The 40 individuals listed below are the only individuals authorized in the dugout.

TEAM MEMBERS		NUMBER	COACHES		NUMBER
1			1		
2			2		
3			3		
4			4		
5			OTHERS. ATHLETIC TRAINERS; MGRS.; Etc.		
6			1		
7			2		
8			3		
9			4		
10			5		
11			6		
12			7		
13			8		
14			9		
15			BAT HANDLER (must be at-least 13 years old)		
16			1		
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

Appendix C • Host Information/Marketing and Ticketing



NON-PREDETERMINED HOST INFORMATION

Thank you for hosting an NCAA Championship!

In preparation for hosting, we understand there are many different critical factors and responsibilities needing to be addressed before competition begins, one of which is marketing. Understanding the many efforts which will be put forth in the days leading up to competition, we have provided a list of some marketing ideas/strategies to aid your marketing efforts in promoting the championship and increasing attendance.

We understand that not all strategies will apply to each host, so do not feel as if you have to accomplish every task on the below list. Feel free to select a few of or portions of the suggested marketing strategies to help guide your efforts.

Thank you again for efforts and best of luck hosting!

Marketing Strategies

- NCAA Championships Marketing Portal
 - Design creative collateral via NCAA Championships Marketing Portal (www.ncaachampspromotion.com). After selections, the NCAA has provided you with a username and password for the website. The NCAA has also provided reimbursement per round for production of marketing materials of the marketing materials created.
- Season Ticket Holders
 - Provide ticket ordering information via eblast, phone calls, etc. to your season ticketholders encouraging them to order tickets. Determine whether the tickets can be mailed, picked up at will call, or able to be printed at home as they will most likely ask the method for delivery.
- Grassroots Marketing
 - Provide posters, flyers, and/or table tents to campus dining facilities, residence halls, libraries, athletic venues, student health centers, local businesses, fitness centers, sports retail centers, athletic department sponsor businesses, etc.
- Database Communication
 - Communicate championship/ticket information via eblasts through the various databases your marketing department possesses or has access. Examples of databases may include youth leagues, youth club teams, coaches, camp lists, boys and girls clubs, girls scouts, CYO, alumni, donors, faculty and staff, local schools (grade, middle, high school), campus students (through on-campus student rewards program if applicable), past ticket purchasers, etc.
- Traditional Media
 - Promote through traditional media methods such as print (campus and local newspapers), television, radio (potential trade through department partnerships), website, online web banners, etc. Print advertisements as well as online web banners are available to create on the NCAA Championships Marketing Portal (www.ncaachampspromotion.com) along with radio and television advertisements for select hosts.
- Social Media
 - Utilize your various social media platforms to promote championship information/tickets (Facebook, Twitter, Instagram, etc.). Potential ideas can include posting information each day to promoting the championship on your athletic Facebook page or creating contests/giveaways on Facebook/Twitter/Instagram to promote the championship. Utilize text message alerts as well.
- Students
 - Determine a plan to encourage student attendance. Utilize any form of student rewards program you may have on campus to promote championship attendance. Promote the championship in high student traffic areas such as campus dining halls during lunch, campus quads between classes, residence halls in the evenings, other on-campus sporting events, etc. Create a student promotion in conjunction with the championship such as a student tailgate a few hours prior to competition.

Helpful Links

- NCAA Championship Information – www.NCAA.com
- NCAA Championships Marketing Portal – www.NCAACHampPromotion.com
- NCAA Logo Library – www.NCAALogos.com
- NCAA Trademarks – <http://www.ncaa.org/championships/marketing/ncaa-trademarks?division=d1>
- NCAA Licensees – <http://www.ncaa.org/championships/marketing/ncaa-official-licensee-list>

Appendix D • Agenda for Participant Conference Call



2024 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.
 - a. Participating institution roll call.
 - b. NCAA site representatives.
 - c. Host institution – tournament manager and staff.
 - d. Exchange cell phone numbers (head coach, main team contact, tournament manager, NCAA site representatives, etc.).
2. Review sportsmanship memorandum.
3. Team Travel – estimated arrival day and time.
4. Team Lodging Arrangements.
5. Team Rosters.
 - a. Credentials (all non-uniformed personnel must be properly credentialed).
 - b. Official travel party (35).
 - c. Squad size (27).
 - d. Dugout limit (40 + bat handler).
 - 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.
6. Practice – provide on-site practice schedule and availability of off-site practice locations.
7. Bat Testing Procedures.
8. Pre-Game Batting Practice.
 - a. Shorts are permissible.
 - b. Batting practice jersey/shirts – game numbers required, at least six inches tall and on the back of the jersey/shirt.
 - c. 2nd game of the day or if inclement weather.

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Participant Videoconference

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9. Game Administration.

- a. Sportsmanship/participant on-field behavior.
- b. Pregame format (2:15 natural grass field; optional 2:00 for all artificial turf field).
- c. Schedule between games (minimum 55 minutes).
- d. 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).
- e. Determination of home team.
- f. Designation of home and visiting team dugouts.
- g. Replay review – all rounds.
- h. Non-participating team seating (regionals only).
- j. Scouting seats – for games not participating in. Electronic communication devices are prohibited in the dugouts. Violations may also be treated as potential misconduct (bullpen phone and coach-to-catcher exception).
- k. Participating teams – seats for charting pitches (your game only).
- l. 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.
- m. Walk-up music.

10. Media/Sports Information.

- 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.

11. Sports Medicine.

- a. Athletic training staff.
- a. Athletic training room.
- b. Physician availability/hospital.
- c. Concussion management policy.

12. Support Services (determine any special services that the host will be able to provide teams).

13. Pretournament Administrative Meeting – determine date, time and location.

14. Misconduct – NCAA Bylaws 31.02.4 and 31.1.11 (will be covered at pretournament meeting).

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Participant Videoconference
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15. Questions.

16. Adjournment.

Appendix E • Administrative Meeting Checklist



2024 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.
 - a. Participating teams (identify all personnel attending from each team).
 - b. Host institution (tournament manager and event management staff).
 - c. NCAA site representatives.
 - d. Games committee (determine composition of the games committee).
 - e. ESPN.
2. Sportsmanship/participant on-field behavior.
3. Review Games Committee Assignments.
 - a. Explain who will monitor field activities.
 - b. Confirm team liaisons (identify person the participating school should contact in case of a problem).
4. Team Rosters.
 - a. Credentials (all non-uniformed personnel must be properly credentialed).
 - b. Squad size (27).
 - 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).
 - d. Non-rostered bullpen catcher.
 - e. Check for any suspensions.
5. Umpires (NCAA site representatives will cover this area during the administrative meeting).
 - a. Provide names of umpires.
 - b. Ground rules (umpires will go over the ground rules with the coaches prior to their first game).
 - c. Protest procedure.
 - d. Inclement weather policies.
 - e. Halted game rule.
 - f. Assignment procedure (explain that four umpires work each game, six assigned to regional).

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Administrative Meeting Checklist
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- g. Umpire evaluation form for coaches and site representatives.
6. Pre-Game Batting Practice.
- a. Shorts are permissible.
 - b. Batting practice jersey/shirts – game numbers required, at least six inches tall and on the back of the jersey/shirt.
 - c. 2nd game of the day or if inclement weather.
7. Game Administration.
- a. Bat testing procedures.
 - b. Dugout determination.
 - 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.
 - d. National Anthem before each game.
 - e. Team introductions (if necessary).
 - f. Schedule between games (minimum 55 minutes).
 - g. Lineups.
 - h. Videotape policies.
 - i. Video review (all rounds).
 - j. Confirm uniforms.
 - k. Reminder about designation of home team after the first day.
 - l. Team parking.
 - m. Clubhouse usage and restroom policy.
 - n. No electronic communication devices in dugout (bullpen phone exception).
 - o. Inclement weather guidelines and scenarios.
 - p. Walk-up music.
8. Media/Sports Information.
- 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.
9. Sports Medicine.
- a. Athletic training staff.
 - b. Athletic training room.
 - c. Physician availability/hospital.
 - d. Concussion management policy.

10. Support Services

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Administrative Meeting Checklist
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- Laundry.
11. Drug Testing Statement.
 12. Misconduct.
 - a. Misconduct statement.
 - b. Tobacco.
 13. Questions.
 14. Adjournment.

Appendix F • Bat Testing Protocol



NCAA BASEBALL BAT TESTING PROTOCOL UPDATED FEBRUARY 2024

GENERAL PRINCIPLES

The NCAA Baseball Rules require all nonwood bats used during competition be reviewed by baseball bat testing conducted prior to each regular season series or single date of competition. A bat must satisfy all sections of the bat testing process to be compliant for competition. Bats failing any section of the testing protocol are deemed illegal for competition. The purpose of this testing is to ensure that legal equipment is used in competition. Rule 4.4.c requires that coaches confirm that their team is playing with legal equipment.

All bats used during competition must appear on the [NCAA Approved Bat List](#), pass the barrel ring test and barrel compression testing. Bat testing is required for all regular and postseason NCAA competition.

BAT TESTING PROCEDURE

Bat testing consists of three parts. The first part is a visual inspection of the bat. The second part is a ring test to verify the maximum diameter and that the barrel is not misshapen. The third part is a barrel compression test to verify the compression level in two locations on the barrel in the process described below.

a. Visual Inspection of the Bat

1. Ensure that the bat model appears on the approved bat list.
2. Ensure the bat does not have flat spots.
3. Ensure the bat does not have an audible rattle.
4. Ensure the bat does not have a cracked or loose knob or end caps and attachments.
(By NCAA rule, attachments are not permitted on the end cap or knob of the baseball bat.)

b. Ring Test

1. Place the bat end cap on the ground and place the bat ring over the knob letting it fall.
2. If the ring passes over the bat from gravity alone (without force), the diameter passes.
3. If the bat passes through the ring, it proceeds to barrel compression testing.
4. If the ring does not pass over the bat, the bat is unacceptable for play and is surrendered for the duration of the game/series.

c. Barrel Compression Test Procedure

1. **Calibrate fixture** - It is important to check the calibration of the bat testing fixture before testing occurs. To check the calibration of the device, insert the calibration cylinder (provided with the tester) just as you would a bat. Be sure to center the cylinder under the anvil. Turn the gauge until it reads "0 lbs." and pull the cam level. The compression should meet the tolerance engraved on the cylinder. If the device is not calibrated, contact the Bat Testing Solutions customer service line with any questions.
2. **Barrel compression test.**
 - a. Each bat will be tested approximately six (6) inches from the end of the barrel. The bat will then be rotated 90 degrees and tested again.

- b. Bats will be tested a maximum of three times, until it receives two passing results or two failing results, whichever comes first.
- c. If after tests:
 1. The bat has two passing results, the bat will be considered approved for competition.
 2. The bat has one passing result and one failing result, the bat will be removed from the machine and be visually inspected for cracks. If no cracks are found, the bat will be tested a third time for a final result.
 3. The bat has two failing results, the bat will be considered unacceptable for play and is surrendered for the duration of the game/series.

IDENTIFYING APPROVED BATS

Bats passing bat testing shall be identified as approved with a tamper proof sticker at the taper area of the bat. The taper area is the area at the bottom of the barrel, just above the handle.

- Bat stickers will be supplied by the NCAA for all rounds of the NCAA Baseball Championships (all three divisions).
 - a. Bats shall be tested prior to the first contest during a regional or super regional. Bats shall be identified as passing with the applicable round tamper proof sticker.
 - b. The tamper proof sticker shall be applied to the same location on the bat to allow a single tamper proof sticker for the applicable round to identify the bat as compliant.
 - c. Series at campus location – Bats shall be tested prior to the first game of the series. Bats shall be identified as passing by placing the opposing team’s tamper proof sticker on the bat.
 - d. Single date of competition at campus or neutral location – Bats shall be tested prior to all single dates of competition at a campus or neutral site location. Bats shall be identified as passing by placing the opposing team’s tamper proof sticker on the bat.
 - e. Tournament or neutral site events – Bats shall be tested prior to the first contest during a tournament or neutral site event. Bats shall be identified as passing with a tournament or event tamper proof sticker provided by the host institution or entity.
 - f. The tamper proof sticker shall be applied to the same location on the bat to allow a single tamper proof sticker for the applicable game, series or tournament shall be the prominently visible sticker to identify the bat compliant.

LOCATION AND TIME OF TESTING

- a. The location for barrel testing will be determined by the host and will be communicated to participating institution(s) no less than 24 hours prior to the team’s first competition.
 - Bat testing is valid through the conclusion of the event.
- b. Testing must be conducted by the host with the team representative present.
- c. Coaches or team designee will bring all bats to the testing location.
- d. Testing should not be conducted in public view or near fans/media.

PROCEDURE FOR FAILED BATS

Bats that fail any part of the bat testing protocol shall be surrendered to game management and be retained for the duration of the game, series or tournament for being unacceptable for play.

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BARREL COMPRESSION TESTING EQUIPMENT

Barrel compression testing equipment is required to conduct barrel compression testing. It is recommended that testing equipment be purchased from Bat Testing Solutions via www.barrelcompression.com.

The following should be purchased:

- G4 SSL Baseball Bat Compression Testing unit (\$1,350)
- Baseball bat ring (\$100)

BAT STICKERS

Bat stickers shall be made of a destructible material, so that the sticker is not transferrable from one bat to another. Bats that pass the testing protocol shall be identified with the opposing team's sticker for the single game, doubleheader or single opponent series throughout the season. Bats that pass the testing process shall be identified with the tournament/event or conference's sticker for tournament or multi-team events. The sticker shall remain visible during the contest, series or tournament.

The sticker shall be placed at the taper, the area at the bottom of the barrel, just about the handle of the bat.

Bats Exempt from Barrel Compression Testing

- **Wood bats.** All wood bats are exempt from compression testing.
- **Mizuno Maxcor.** The Mizuno Maxcor model is exempt from compression testing.

Lowest Passing Barrel Compression Results

- **Metal bats:** 1250 lbs.
- **Composite bats:** 1000 lbs.
- **Non-linear*:** 800 lbs.

*The Rawlings Quatro, Rawlings Quatro Pro, Rawlings Quatro Max, Rawlings Quatro IX and Mizuno PWR CRBN models are currently the only BBCOR models with a barrel compression approved for non-linear bats.

Maximum Barrel Compression Results

- There is no maximum compression for metal and composite BBCOR baseball bats.

TESTING QUESTIONS

Member institutions and conferences should contact Ben Brownlee (bbrownlee@ncaa.org) regarding questions about the NCAA bat testing process (Rule 1.12.g and Appendix G).

CUSTOMER SERVICE

How to videos on how to calibrate the testing: The Bat Testing Solutions staff can be reached at www.barrelcompression.com, and via email at G4battester@gmail.com.

Appendix G • Video Review

Video Review

More detailed information on the video review regulations for the 2023 season is available online at <https://www.ncaa.org/championships/division-i-baseball>.

1. Video Review Process.
 - a. Video review is a video process that falls within the NCAA Baseball Rules in Appendix E of the NCAA Baseball Rules Book: Getting the Call Right. It can be used to either let stand a ruling on the field by the game officials or to change or reverse that ruling.
 - b. The video review process operates under the fundamental assumption that the ruling on the field is correct. Only if there is indisputable video evidence to remove all doubt that a ruling was incorrect will a call be changed. Absent that evidence, the original call will stand.
 - c. Each team will receive two (2) head coach's challenges to start each game. A head coach may challenge as many reviewable calls within a single play as he desires using one challenge. Once a team has exhausted its available challenges, it will no longer have the ability to challenge any additional play or call in the game. If a coach's challenge is successful in overturning a call, the coach will retain the challenge to use if needed later in the game.
 - d. Any use of video review must occur before the next pitch or play. The head coach should notify an umpire immediately (within approximately 10 seconds) at the end of a play if he intends to use one of his two challenges on the previous play. If the review is called for after a game ending play, it must be called for before all umpires leave the field of play.
 - e. The umpire crew chief makes the determination if a play is eligible for video review. Under the provisions of Appendix E of the NCAA Baseball Rules Book, coaches have the ability to request a conference among the umpires.
 - f. If video review is used, the crew chief, the calling umpire, and other members of the crew (as deemed necessary), would go to the designated video review area to communicate with the centralized location handling the video review. Please note that at least one umpire must remain on the field. The crew chief and the umpire he designates will wear the headsets and communicate with the off-site replay official.
 - g. The video review area is a secure environment completely clear of all other persons except the on-field technician (video review headset assistant) assisting the crew and possible security personnel.
 - h. During a video review, the defensive team shall maintain their positions on the field and may warm-up if desired. Offensive base runners, base coaches and the on-deck hitter shall maintain their positions. Other personnel shall remain in the dugout. Any defensive or offensive conferences will be charged as during any other part of the game. The umpire crew will use the headsets and step away (clear themselves) from all dugout personnel.
 - i. There is no time limit for the video review, but lengthy reviews are discouraged.
 - j. All equipment should be tested by appropriate personnel before each game and a test connection should be made with DVSport, Inc.

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- k. The crew chief may confer and discuss the replay during the review with other members of the umpiring crew, but the ultimate final decision is with the centralized replay official. This final decision may not be argued by either head coach.
 - l. If the reversing of a call results in the need for decisions on the placement of base runners, the umpire crew shall use their best judgment to determine their locations as if the call had been made correctly. These decisions are also not to be questioned by the head coach. Some situations are predetermined by the NCAA baseball playing rules.
 - m. If a call has been changed, the crew chief will notify both head coaches and the official scorer of the ruling.
2. The video review rule limits reviewable plays to the following with the use of a head coach's challenge at any time during the game, except for a potential home run and malicious contact which can be resolved at any time:
- a. Deciding if a batted ball is fair or foul (ball must first touch the ground or a fielder beyond the initial position of the first or third baseman).
 - b. Deciding if a batted ball is either a ground-rule double or a home run.
 - c. Any catch or no catch in the outfield or foul territory. It is not applicable for any ball in the infield unless the final result is a third out; or a catch at any time with a batter-runner only.
 - d. Spectator-interference.
 - e. Deciding scoring plays at home plate inclusive of collisions (illegal and/or malicious slides) or time plays (determining whether a base runner scored ahead of a third out).
 - f. Force and tag play calls at any base.
 - g. Calls involving whether a base runner passes a preceding runner; and upon an appropriate appeal by the defensive team, determining whether a base runner touched a base.
 - h. Plays involving a hit by pitch.
 - i. Deciding if a runner failed to retouch a base after a fair or foul ball is legally caught.
 - j. Non-home run boundary calls including the placement of runners following a boundary call.
 - k. Deciding if interference occurred on a runner's attempt to break up a double play.
 - l. Catcher's interference with the batter's swing except on a squeeze play or steal of home.
 - m. Malicious contact at any location.

A crew chief (or video review official's) review is allowed at their discretion beginning with the eighth inning during the game and any extra innings, if the affected team is out of challenges.

3. Video Review Technology Support.
 - a. DVSPORT, Inc. shall provide a direct and private communication link between the centralized replay official and the on-field umpire crew.
 - b. DVSPORT, Inc. shall keep private any and all communication/discussions that occur during a replay review.
 - c. The centralized replay official will request available camera angles needed during a replay and may review multiple repetitions of the involved play, such as slow-motion, highlighter, reversing and stop action.
 - d. As the replay angles are being taken from the game broadcast, all angles that are shown on the broadcast will be available for review. No replay camera shots shall be shown on the broadcast that have not been part of the replay review.
 - e. If the umpires are having a conference to discuss a play that is reviewable under the video review process, DVSPORT, Inc. and the video review official(s) shall begin to attempt to identify and have ready all relevant camera shots in the event that video review will be used.
 - f. DVSPORT, Inc. shall test all video review related equipment prior to each game to confirm operational status.
4. Public Address and Video Board.
 - a. When the umpires conference and then determine that the play will be reviewed by video review, the PA announcer will announce "The play is under further review".
 - b. Prior to review, the stadium video board is permitted to replay the play in question only one time at regular speed.
 - c. An unlimited number of replays may be played on the video board at any speed, only after a play is under video review by the umpires; however, no replays shall be shown on the video board once a decision has been made by the umpires and/or replay official.
 - d. After a review, the crew chief will designate the following (whichever is applicable on the play):
 - (1) Give the home run signal or fair ball signal;
 - (2) Point to the bases to be occupied by runners;
 - (3) Give the foul ball signal;
 - (4) Signal Catch or No Catch;
 - (5) Out or Safe
5. Centralized Replay.
 - a. Up to five individuals will serve as the off-site video review crew at the centralized location and will be determined by the NCAA Baseball Umpire Program (Names will not be publicized).
 - b. These individuals will be the most familiar with the NCAA playing rules, umpire mechanics and the protocol procedure.

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- c. The off-field video review officials will be considered an extension of the umpiring crew and will have the ability to notify the umpires on the field that a review should be initiated. The video review official can initiate a review during the final two innings of regulation and during extra innings.
- d. These individuals will review all relevant angles provided and quickly render a decision.
 - (1) These individuals will work under the assumption that the on-field decision is correct unless there is indisputable video evidence that shows otherwise.
 - (2) If these individuals cannot agree on the outcome, the on-field decision will stand.
- e. One video review official will be responsible for the direct communication between the centralized location and the on-field crew chief.
- f. The other individuals will be responsible to ensure that the call is reviewable and that all aspects of the review policy and NCAA playing rules are adhered to.
- g. Replay Crew has three options: Confirmed; Stands; Overturned.

NCAA/02_27_2023/CMT:jjr

Appendix H • Emergency Advancing Policy

2024 NCAA DIVISION I BASEBALL CHAMPIONSHIP – EMERGENCY ADVANCING POLICY

Regional. Every reasonable effort, including but not limited to moving the location of the games, should be made to complete a regional round and advance a team to the super regional based on the results on the field. However, in the highly unlikely event that regional play cannot be completed, the team that will advance to the super regional will be based on the following criteria:

- 0 games played = Best seed.
- 1 game played = Best remaining seed without a loss.
- 2 games played = Best seeded team without a loss.
- 3 games played = Best seeded team without a loss.
- 4 games played = Remaining team without a loss (i.e., Winner of Game #4).
- 5 games played = Remaining team without a loss (i.e., Winner of Game #4).
- 6 games played = Winner of Game #6 unless each team has one loss, in which case the following will be considered:
 - 1) Head-to-head competition.
 - 2) Best seeded team remaining.

Super Regional. Every reasonable effort, including but not limited to moving the location of the games, should be made to complete a super regional round and advance a team to the Men's College World Series (MCWS) based on the results on the field. However, in the highly unlikely event that super regional play cannot be completed, the team that will advance to the MCWS will be based on the following criteria:

- 0 games played = Better seeded team.

If two teams are of equal seed (e.g., two #2 seeds) then the team with the best RPI (calculated following completion of the regional competition) will advance to the Men's College World Series.

- 1 game played = Winner of Game 1.
- 2 games played = Better seeded team.

If two teams are of equal seed (e.g., two #2 seeds) then the team with the best RPI (calculated following completion of the regional competition) will advance to the Men's College World Series.