



**2019 DIVISION II
BASEBALL
CHAMPIONSHIP**

***HOST OPERATIONS
2018-19 MANUAL
Preliminary Rounds***

**REGIONAL HOST OPERATIONS MANUAL
TABLE OF CONTENTS**

Introduction.....	1
NCAA Division II Baseball Committee and NCAA Staff Directory.....	2
SECTION I- CHAMPIONSHIP STRUCTURE AND ADMINISTRATION	
Structure.....	3
Tournament Staff and Contact Information.....	4
NCAA Site Representative.....	4
Games Committee.....	4
Umpires.....	4
Participant Manual.....	5
Coach/Administrator Teleconference and Meeting.....	5
Lodging.....	5
Awards and Banquets.....	5
Drug Testing.....	6
Results.....	6
Media Services.....	6
Marketing/Promotions.....	7
Merchandise/Programs.....	7
Signage/Branding.....	7
Ticketing.....	7
Financial Administration.....	7
SECTION II- FACILITY REQUIREMENTS AND GAME MANAGEMENT	
Competition Venue/Field.....	8
Americans with Disabilities Act.....	9
Squad Size.....	9
Line-up.....	9
Pregame Schedule.....	9
Home Team Designation.....	10
Athletic Training/Medical Procedures.....	10
Media.....	11
Videotaping/Scouting.....	11
Tobacco/Alcoholic Beverages.....	11
Neutrality.....	11
Music.....	11
Public Address Announcer.....	12
Parking.....	12
Game Balls.....	12
Band/Spirit Squads/Mascots.....	12
Artificial Noisemakers.....	12
National Anthem.....	12
Safety and Security.....	13
APPENDIX	
Administrative Teleconference Agenda.....	A
Administrative Teleconference Agenda with Talking Points.....	B
Administrative Meeting Agenda.....	C
Administrative Meeting Agenda with Talking Points.....	D
Umpire Meeting Agenda with Talking Points.....	E

INTRODUCTION

On behalf of the NCAA Division II Baseball Committee, thank you for being an important part of the NCAA Division II Baseball Championships by serving as a host of regional competition. Your commitment to hosting this event will prove to be an important aspect of the championships and providing a positive student-athlete experience.

The purpose of this manual is to provide direction and guidance to the member institutions serving as hosts. It is designed to be used in conjunction with, not in replace of, the NCAA Division II Baseball Pre-Championships Manual, which provides more general policies for the administration of the championship. Additional resources to assist hosts can be found on the [Division II Baseball Landing Page](#) on NCAA.org.

The host institution shall appoint a staff member to assume the position of tournament director and indicate this on their regional round host bid. The function of the tournament director is to ensure that the policies of the Baseball Committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, development of participant information, lodging, financial administration, media coordination and adherence to the policies outlined in the preliminary round host operations manual. Further, the Baseball Committee will appoint a site representative to assist the host tournament director with the review and administration of preliminary round competition.

In the event differences arise between the information contained in this manual and the Pre-Championships Manual, the pre-championships manual should be followed.

Should questions or problems arise, please do not hesitate to contact the NCAA staff liaison or the national committee member in your region for assistance.

Thank you for your commitment to Division II Baseball and the student-athlete experience.

2018-19 NCAA Division II Baseball Committee

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<u>Ms. Angela Pohl</u> Associate Athletic Director/SWA Saginaw Valley State University Phone: 989-964-7311 Email: aspohl@svsu.edu Term Expires: September 2021	<u>Midwest Region</u>	<u>Mr. Daniel S. McDermott</u> Head Baseball Coach Academy of Art University Phone: 303-229-6738 Email: dmcdermott@academyart.edu Term Expires: September 2020	<u>West Region</u>
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A list of regional advisory committee members by region can be found in the [NCAA Division II Baseball Pre-Championships Manual](#).

SECTION 1 – Championships Structure and Administration

Structure

The NCAA Division II Baseball Championship preliminary-round format provides for 16 regional sites that consist of either 4-team or 3-team, double elimination, tournaments. The winners of these regional round competitions advance to a super-regional round that consist of two teams competing in a best-of-three series. Each of the eight regions are awarded post-season bids for six or eight teams, according to regional access ratio. The following is the breakdown of regional tournament bids for 2019:

Region	Regional Bids
Atlantic	6 (two, 3-team regional sites)
South Central	6 (two, 3-team regional sites)
Southeast	6 (two, 3-team regional sites)
West	6 (two, 3-team regional sites)
Central	8 (two, 4-team regional sites)
East	8 (two, 4-team regional sites)
Midwest	8 (two, 4-team regional sites)
South	8 (two, 4-team regional sites)

Game times for each regional/super-regional are provided below. ***Any proposed changes to the times listed must be approved by the Division II Baseball Committee PRIOR to the site being selected to host competition.***

4-Team Regional

<u>Game</u>	<u>Date</u>	<u>Time</u>	
1	May 16	3:30 p.m.	
2	May 16	7 p.m.	Or 30 minutes after the completion of game 1
3	May 17	Noon	
4	May 17	3:30 p.m.	Or 30 minutes after the completion of game 3
5	May 17	7 p.m.	Or 30 minutes after the completion of game 4
6	May 18	Noon	
7	May 18	3:30	Or 30 minutes after the completion of game 6 (if necessary)

3-Team Regional

<u>Game</u>	<u>Date</u>	<u>Time w/out lights</u>	<u>Time w/ lights</u>	
1	May 16	1 p.m.	7 p.m.	
2	May 17	Noon	3:30	
3	May 17	3:30	7 p.m.	Or 30 minutes after the completion of game 2
4	May 18	Noon	3:30	
5	May 18	3:30	7 p.m.	Or 30 minutes after the completion of game 4 (if necessary)

Super-Regional

<u>Game</u>	<u>Date</u>	<u>Time w/out lights</u>	<u>Time w/ lights</u>	
1	May 24	1 p.m.	7 p.m.	
2	May 25	Noon	3:30	
3	May 25	3:30	7 p.m.	Or 30 minutes after the completion of game 2 (if necessary)

During the first day of regional competition, only the host institution for a regional competition (not the No. 1 seed) may schedule its game at any of the established starting times; however, the game it replaces shall be played at the time originally scheduled for the host team. 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. If no games are played the first day due to inclement weather, the host must play at the time as determined by the bracket.

Brackets for each tournament format can be found on the [Division II Baseball Landing Page](#) on NCAA.org

Tournament Staff and Contact Information

The tournament director should designate a member of their staff for the below roles. Information for these positions must be provided as part of the NCAA host bid portal.

- Sports Information Director
- Merchandise Manager
- Drug Testing Coordinator

NCAA Site Representative

The Baseball Committee will designate the NCAA representative for each site. The site representative should be provided with an all-access credential for the duration of competition. The site representatives will be instructed to contact the host prior to their arrival to introduce themselves, inform the host of when they will be arriving on site and if lodging is necessary.

Games Committee

The games committee shall include the director of athletics of the host institution (or designated administrator, other than a member of the baseball staff), the NCAA representative (who shall serve as chair) and a designated administrator from the visiting teams.

Umpires

The tournament director will receive umpire assignments via email from the NCAA as soon as they are available. The number of umpires assigned to each site is dependent on its size. Tournament size and the number of umpires assigned is listed below.

- 4-team regionals- 6 umpires.
- 3-team regionals- 4 umpires.
- Super-regionals- 4 umpires.

The tournament director should notify the officials of the following:

- Schedule of events;
- Location and directions to the competition site;
- Determine if lodging is required.
- Hospitality- Drinks and healthy snacks must be provided.

The tournament director and NCAA site representative shall meet with the umpire crew prior to the start of the tournament to review responsibilities. An agenda is provided in the appendices.

Participant Manual

The tournament director shall compile a participant manual for visiting institutions. Included in this manual should be key contacts of the host institution, hotel accommodations, directions to the competition venue and a schedule of events. A template for this manual can be found on NCAA.org and will also be provide by the NCAA to potential hosts prior to selections.

Coach/Administrator Teleconference and Meeting

A teleconference should be administered by the tournament director and site representative with the participating institutions' coaches and administrators the day after selections. An agenda and talking points for this teleconference can be found in the appendices.

A meeting of participating team head coaches and administrators shall be held on the day of practice, or the morning of competition prior to the beginning of pre-game activities. This meeting will be led by the tournament manager and site representative. An agenda and talking point for this meeting can be found in the appendices.

Lodging

Teams.

The host institution shall make reservations for the participating institutions and advise them of the arrangements. A minimum of 16 double-double rooms should be reserved for each team, starting with the Tuesday prior to competition. Hotels should be made aware that teams may not arrive until Wednesday, based on their travel arrangements.

The selected hotel properties shall be within no more than 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate.

Each participating institution is responsible for all hotel charges and is obligated to confirm or cancel the accommodations. The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate, the team is not permitted to move to a hotel where another team or the game officials/site representative are located. Additionally, if an institution fails to make arrangements for use of the assigned rooms, full charges for the rooms will be billed to the institution.

Umpires/Umpire Evaluator/Site Representative.

The host institution is responsible for all umpire, umpire evaluator and site representative lodging costs. Rooms shall be reserved for the duration of the tournament.

The names of each person serving in these positions will be provided as soon as possible after selections. The host should contact all of them to determine if lodging is needed.

NOTE: Umpire evaluator accommodations are necessary for super-regional competition only.

Awards and Banquets

Participant medallions.

Participant medallions for the **non-advancing** team's squad size (25) will be provided at each of the regional tournaments. The host institution should plan to make arrangements with each team's administrator prior to its departure from the site.

Regional champion trophy presentation (Super-regional only).

A Regional Champion team trophy shall be presented to the winner of each super-regional tournament. The tournament director or NCAA site representative should be prepared to present the trophy, as well as make sure an announcement is made.

All-tournament team.

There will be no all-tournament team awards for regional and super-regional competition.

Banquets.

In order to provide a consistent experience for institutions competing across the county, hosts are prohibited from hosting banquets or celebratory events, or providing participant gifts to institutions competing in preliminary rounds.

Drug Testing

The Center for Drug Free Sport will conduct drug testing at selected championships, and the assistance of the host institution will be a vital part of the testing. Host institutions will be notified prior to the start of competition if drug testing will be occurring at your site. Further information is available at the following link: <http://www.ncaa.org/health-and-safety/policy/drug-testing>

Results

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, www.NCAA.com. After each game, please forward information that specifies the division, sport, round, date and official results, and provide a brief game summary and StatCrew packed file.

Please send final results in the following manner:

- Email to ncaa-content@turner.com; ebreece@ncaa.org and dlentz@ncaa.org.
- Specify the division, sport, round and region in the SUBJECT area;
- Paste the text directly into an e-mail; or
- Send e-mail as an attachment in an MS Word or Windows Notepad text document;
- Please convert photos to JPEG format and attach to the e-mail.

Media Services

Media credentials.

Media coordinators should send a credential request form to members of the local media, to determine who will be covering the event. The media coordinator should issue credentials individually at an appropriate site/time. Credentials are non-transferable and will only be issued to the person whose name appears on the credential. Participating team Sports Information Directors, photographers, or videographers may also request media credentials for themselves.

Post-game media accessibility and Press conferences.

All coaches and student-athletes, after a 10-minute cool-down period, must be made available to media after their game. If a student-athlete is selected for drug-testing, all media obligations must be fulfilled prior to reporting to the drug-testing location.

If a formal post-game press conference is held, the media coordinator should attend to facilitate questioning, and produce name tents to place on the table to identify coaches and student-athletes. A team's sports information director and any media present should notify the media coordinator who they would like to be a part of the press conference. When possible, interviews should be posted to the host athletic website.

Tournament website/Live scoring.

Each regional host is required to create a tournament page on its website. In addition, each host is required to provide live scoring and is strongly encouraged to provide web streaming.

NOTE: Beginning 2020, all regional and super-regional host will be required to web stream all games.

Marketing/Promotion

A preliminary round host may designate funds in their host budget for the promotion of the tournament. For preliminary round hosts, these funds should be limited to \$200.

Merchandise/Programs

Hosts will be contacted directly by the NCAA official merchandise provider, Event 1 Inc., who will work directly with each host to arrange the delivery of event merchandise for sale. Financial administration of Event 1 merchandise will be handled directly with Event 1, separately from the institution's host bid. A space within the venue accessible by participating institutions and fans shall be made available for the sale of the items provided. The tournament director shall appoint a member of their staff to coordinate the delivery, setup and sale of event merchandise for the duration of competition.

Digital programs will be available for fans to access via NCAA.com. Specific links and QR codes will be sent to each host when available.

Signage/Branding

The NCAA will send each host signage that should be displayed from the start of practice through the conclusion of the last game. Specific signage that will be provided will be sent to the tournament director by the NCAA.

Ticket Prices

Price(s). Ticket prices shall be determined by each host. Minimum single-game ticket prices are as follows:

Box Seat - \$6
Reserved - \$5
General Admission - \$4
Seniors/Students - \$3

Financial Administration

As part of the site-selection process, each prospective host must submit a proposed budget for approval. All expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes, lodging expenses for officials, regional evaluators 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.

SECTION 2 –Facility Requirements and Game Management

The NCAA Baseball Committee is responsible for selecting all sites that host regional and super-regional rounds of competition. The quality and availability of facilities, along with other necessary accommodations found below, will be reviewed when these selections are made.

The top-seeded team, as determined by the baseball committee, shall be provided the opportunity to host regional and super-regional competition, if they meet the below criteria. If the top-seeded teams do not meet the criteria or elects not to host, the opportunity to host would then go to the next highest-seeded team.

The committee reserves the right to make exceptions to these accommodations if, and only if, no suitable hosts can be found amongst the teams that are selected, following the above process.

Competition Venue/Field

The competition site should be prepared and set in accordance with Rule 1 of the 2019 and 2020 NCAA Baseball Rules Book. The facility should be available for use two days prior to the start of the regional until the completion of the competition.

Lights. Facilities hosting 4-team regionals **are required** to have ample field lighting. Facilities that are hosting 3-team regionals and super-regional competition are **NOT** required to have lights.

Field Tarp and Preparation Materials. A full infield tarp is required to host all regional and super-regional competition. An adequate number of individuals must be available to pull the tarp on/off the field for each game in the event of inclement weather. The tournament host is strongly encouraged, if possible, to arrange for personnel other than coaches and student-athletes that are competing to perform this task. It is NOT the responsibility of visiting teams to assist with these duties.

The facility must have adequate field preparation resources available (e.g., drying agendas rakes, personnel) to maximize play of the field in case of inclement weather.

Seating. Each host must have permanent or temporary seating for a minimum of 250 spectators.

Practice sessions. Weather permitting, at least one practice session, for a maximum of 60 minutes, must be available to each team on the competition field the day before the first day of competition. Teams that have a bye on the first day of regional competition (3-team regionals) may be provided 90 minutes of practice time on the competition field on the day prior to the other participating team's game (two days prior to their first game).

Protective Screens. The host must provide protective screens for each team during practices and pre-game warm-up sessions.

Media. There must be a covered area for the working media and game operations personnel.

Americans with Disabilities Act

The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by the host facilities. The host is responsible to check and see that its facility will be in compliance.

Squad Size

Teams are limited to 25 players in uniform, and 11 additional team personnel (coaches, athletic trainers, etc.) in the dugout. Anyone above the dugout limit must be in the general spectator area. One additional credential for a team's doctor (NOT an athletic trainer) shall be provided upon request and is not included in the dugout limit.

Lineup

The coach of each team will present a lineup card to the umpire before the start of the game. Each coach is required to have his tentative lineup available for the media/press box one hour prior to game time. If a change is made in the lineup, the coach should notify the plate umpire who will then inform the press box.

Pregame Schedule

The following pregame schedule is used for the first game of each day of competition:

Home infield	:45 - :37
Visitor infield	:37 - :29
Field preparation	:29 - :12
Player introductions	:12 - :07
National anthem	:07 - :04
Coaches/umpire meeting	:04 - :02
Home team takes field	:02
First pitch	:00

Additional Information/subsequent game requirements:

1. An equal amount of batting practice (BP) time (minimum 45-minutes, weather pending), must be provided to each participating team prior to the pregame schedule. This time should start one hour (if two BP locations) or two hours (if one, shared, BP location) prior to the start of the pregame schedule. If a single, shared BP location is provided, the visiting team will use their time first, following by the home team, unless otherwise agreed upon.
2. The above-mentioned schedule shall be strictly adhered to unless inclement weather or administrative demands on the tournament schedule call for adjustments.
3. Between the last out of the first game and the start of the second game, a minimum of 30 minutes is allowed. If the scheduled game time is more than 30 minutes from the last pitch of the previous game, the scheduled time should be adhered to and the pregame schedule adjusted accordingly.
4. Team introductions are made prior to each team's first game of the tournament. The visiting team is introduced first, and the first man shall proceed to a point on the foul line. The remaining student-athletes, coaches, managers and trainers will be introduced and join the first player on the foul line and extend the line toward home plate. The home team shall follow the same procedures along the foul line between home plate and third base. Teams remain on the foul lines until the national anthem is played.
5. The national anthem is played prior to the first game of each tournament session.

Home Team Designation

In the first-round of each regional tournament, the home team will be the higher seed. In subsequent games, the home team shall be determined according to the following formula:

1. The institution that has been the home team the fewer number of times 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 committee representative shall observe the following procedures in the order stated:
 - a. The team that was visitor in its preceding game shall be the home team, unless both teams were visitors in their preceding games.
 - b. 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.
 - c. If the above procedures do not resolve the matter, lot shall determine the home team. The coin toss will be held on the field immediately after the game that caused the situation to develop and both coaches (or designated team representative) are requested to be in attendance.

The home team shall occupy the third-base dugout, take infield practice first and wear white or light-colored uniforms. The visiting team must wear a uniform of contrasting color. The games committee will resolve any conflict in the selection of uniforms. All decisions are final, and assignments of uniform color are mandatory.

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

If locker rooms are available, they should be made available to all participating teams after games that they compete in. Each locker room should be clean and adequately supplied.

Athletic Training/Medical Procedures

An athletic training room, equipped to provide appropriate training care shall be open, and a certified athletic trainer must be present, for all practices and games at the facility. The training room must open a minimum of one hour before all practices and games and remain open one hour after their conclusion. An ambulance must be on site for all games.

Each scheduled practice and game of any round of an NCAA championship should include:

- The on-site presence of a person qualified and delegated to render emergency care;
- Ice, water, cups and ice bags for a team's use at each team bench
- The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted;
- Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility.
- All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly.
- Certification in CPR techniques, first aid, and prevention of disease transmission should be required for all athletics training personnel associated with practices and games.

Media

Working media space.

When possible, space should be made available (preferably in the press box) for working press and the sports information directors of the participating teams. If available, statistical information (flip cards, media guides, statistics, etc.) should be provided by each team's SID for display in the working media area/press box.

If post-game press conferences will be performed, the area should be a designated room with a head table and chairs for coaches and student-athletes, and chairs for members of the media.

Broadcasting.

Accommodations should be made for institutions who are wanting to provide radio coverage of their game, whenever possible. Media coordinators should direct institutions to www.ncaa.com/media to ensure they have been granted broadcasting approval/rights.

Videotaping/Scouting

Teams may videotape games in which they are participating. A space for each team to videotape shall be provided by host. Locations shall be the same or with comparable view of the competition field. Videotaping for the purposes of scouting is prohibited. Any use of video equipment in the dugout is prohibited during the game.

As long as a team is participating in the tournament, it is entitled to two seats for the purposes of scouting opponents. The use of radar guns is allowed at any time. No information is permitted to be transmitted to the dugout at any time.

Tobacco/Alcoholic Beverages

NCAA rules prohibit the use of tobacco by student-athletes, coaches, umpires and members of the baseball committee during practice sessions and game competition, as well as during other championship activities such as press conferences and postgame interviews.

On the dates of competition or practice, no alcoholic beverages shall be dispensed or consumed.

Neutrality

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of players on programs and host institutional signage should not be used. Traditional "home" atmosphere activities are not permissible.

Music

Any music played during warm-ups or in between the conducting of competition shall be provided by the host institution and be appropriate/tasteful for the setting.

Public Address Announcer

Basic instructions for the public-address announcer at NCAA regionals are listed below. Please review this material with the public-address announcers prior to the start of competition.

- Public address announcers are important to the administration and conduct of the competition. Their role is to inform the spectators but should never act as cheerleaders for a team or student-athlete.
- The following statement is to be read prior to each session:
"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. Also, consumption or possession of alcoholic beverages is prohibited."
- Good communication with those in charge of the competition is imperative. For example, the announcer may be asked to make announcements regarding crowd control or other administrative functions, such as advising fans of exits, first-aid stations and protection of the competition area.
- All emergency calls and announcements must be approved by the NCAA championships manager or the chair of the games committee.

Parking

If applicable, the host institution must reserve parking spaces for the games committee, officials, participating teams, workers and individuals identified by the games committee to be located in close proximity to the competition venue.

Game Balls

Each site will receive a shipment of baseballs (30 dozen per regional site). The host institution may keep all used baseballs. Should a host run out of baseballs, it will be responsible for purchasing additional balls. This shall be a non-reimbursable expense.

Bands/Spirit Squads/Mascots

A maximum of 25 band members, including the director, 12 uniformed spirit squad members, and one costumed mascot will be admitted free of charge. Each institution's administrator must submit a typewritten list to the tournament manager and NCAA site representative at the administrative meeting prior to the competition.

The tournament director must designate areas for each spirit squad/band that is in attendance for their team's game. Spirit squads and mascots must stay on their team's side of the field. Flags carried by institutions' representatives are permitted but must not be used to taunt competitors or block spectators' views. NO LIVE MASCOTS ARE PERMITTED.

Artificial Noisemakers

No artificial noisemakers, air horns, electronic instruments, etc. are not permissible. Host staff is responsible for removing these items from the venue.

National Anthem

The host institution is responsible for arranging the playing/singing of the national anthem. The anthem should only be played prior to the first game of each day.

Safety and Security

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. All hosts and competition venues are strongly encouraged to refer to the Best Practices below when developing a security plan.

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form in the host bid portal.

Crowd Control.

The tournament director must review crowd control policies with the NCAA site Representative and is responsible for strict enforcement of these policies.

Spectator Photography/Video Cameras.

Flash photography is prohibited; however, video cameras are permissible by spectators. Spectators must remain in their seats and not obstruct others' view.

Personnel.

Adequate uniformed security (not necessarily uniformed police) must be provided for the teams' and officials' locker rooms, news conferences and working press areas, post-game news conference room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament director specific plans in this regard (e.g., number of security personnel necessary in each area).

Lightning and Weather Detection Service

The NCAA has made arrangements through Schneider Electric (WeatherSentry) to provide a lightning detection and weather monitoring system to all rounds of competition. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament director should request to include his/her emails and/or phone numbers via text to the WeatherSentry system so he/she can receive the weather updates. 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.