



2024 DIVISION II  
**BASEBALL  
CHAMPIONSHIP**

***HOST OPERATIONS  
2023-24 MANUAL***  
*Preliminary Rounds*

# Division II 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 Sports 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 (in Division II, Bylaw 18).

**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 sports 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 Championships Manager:** The staff member(s) representing the NCAA championships and alliances staff assigned to serve as 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 or Divisions II Presidents Council.

## 2023-24 NCAA DIVISION II BASEBALL COMMITTEE

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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

## Section 1.1 Structure

The NCAA Division II Baseball Championship preliminary-round format provides for 16 regional sites that consist of either 3- or 4-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 according to regional access ratio. Regional bids, and tournament format for each regional is listed below.

<b>Region</b>	<b>Regional Bids</b>
Atlantic	7 (one, 3-team regional; one, 4-team regional)
Central	8 (two, 4-team regional sites)
East	7 (one, 3-team regional; one, 4-team regional)
Midwest	7 (one, 3-team regional; one, 4-team regional)
South	8 (two, 4-team regional sites)
South Central	6 (two, 3-team regional sites)
Southeast	7 (one, 3-team regional; one, 4-team regional)
West	6 (two, 3-team regional sites)

Suggested game times for each regional/super-regional are provided below. Game times may be adjusted but may NOT be later than what is listed. **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.**

<b>4-Team Regional</b>			
<b>Game</b>	<b>Date</b>	<b>Facility w/out Lights</b>	<b>Facility w/ lights</b>
1	May 16	11 a.m.	3:30 p.m.
2	May 16	30 minutes after Game 1	
3	May 17	11 a.m.	3:30 p.m.
4	May 17	30 minutes after Game 1	
5	May 18	11 a.m.	3:30 p.m.
6	May 18	30 minutes after Game 1	
7	May 19	Noon	3:30 p.m.

<b>3-Team Regional</b>			
<b>Game</b>	<b>Date</b>	<b>Facility w/out Lights</b>	<b>Facility w/ lights</b>
1	May 16	11 a.m.	3:30 p.m.
2	May 16	30 minutes after Game 1	
3	May 17	Noon	3:30 p.m.
4	May 18	11 a.m.	3:30 p.m.
5	May 18	30 minutes after Game 1	

<b>Super-Regional</b>			
<b>Game</b>	<b>Date</b>	<b>Facility w/out Lights</b>	<b>Facility w/ lights</b>
1	May 24	Noon	3:30 p.m.
2	May 25	11 a.m.	3:30 p.m.
3	May 25	30 minutes after Game 2	

During the first day of regional competition, only the host institution for a regional competition (not the higher seed) may schedule its game at any of the established starting times. The game it replaces shall be played at the time originally scheduled for the host team. ***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 original bracket times.

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

## Section 1•2 Tournament Staff and Contact Information

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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

## Section 1•3 NCAA Site Representative

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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.

## Section 1•4 Games Committee

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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.

## Section 1•5 Umpires

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The tournament director will receive umpire assignments via email from the NCAA as soon as they are available. Each regional and super-regional site will have four umpires.

The tournament director should notify the officials of the following:

- Schedule of events.
- Location and directions to the competition site.
- Lodging location.
- Hospitality - Drinks and healthy snacks must be provided at a minimum.
- Towels shall be provided, if possible.

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.

## Section 1•6 Participant Manual

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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 will be provide by the NCAA to potential hosts prior to selections. Receiving this manual template prior to selections does **NOT** guarantee the opportunity to host, rather provides potential hosts the ability to plan accordingly.

## Section 1•7 Coach/Administrator Teleconference and Meeting

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A teleconference (or video conference) should be administered by the tournament director and site representative with the participating institutions' coaches and administrators the day after selections. The host and site representative will determine the time of this meeting. A host institution video conference account (Teams, Zoom, etc.) shall be used for this meeting and sent to all participating teams. An agenda and talking points for this meeting will be provided upon selection to host.

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 pregame activities. The tournament manager and site representative will lead this meeting. An agenda and talking points for this meeting will be provided upon selection to host.

***A host site may choose to combine these two meetings and cover all items on the video conference held the day after selections.***

## Section 1•8 Lodging

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### 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 (**regionals**) or the Wednesday prior to competition (**super-regional**). Hotels should be made aware that teams may not arrive until Wednesday, based on their travel arrangements.

The selected hotel properties shall be no more than 30 miles/minutes from 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. 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 umpires (four per site), umpire evaluator (one per site) and site representative (one per site) lodging arrangements and costs. A king room shall be reserved for each person for the duration of the tournament, starting with the day before competition.

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.***

## Section 1•9 Awards and Banquets

### PARTICIPANT MEDALLION

Participant medallions for the **non-advancing** team's travel party (29) will be provided. Arrangements should be made with each non-advancing team's administrator prior to its departure to provide these medallions to them.

### REGION 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 make a short announcement and present the trophy to the advancing team/regional champion after the completion of the super-regional.

## Section 1•10 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: [ncaa.org/health-and-safety/policy/drug-testing](https://ncaa.org/health-and-safety/policy/drug-testing).

## Section 1•11 Results

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, [NCAA.com](https://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-editorial@warnermedia.com](mailto:ncaa-editorial@warnermedia.com); [ebreece@ncaa.org](mailto:ebreece@ncaa.org) and [dlentz@ncaa.org](mailto:dlentz@ncaa.org).
- Specify the division, sport, round and region in the SUBJECT area.
- Paste the text directly into an email or send email as an attachment in an MS Word or Windows Notepad text document.
- Please convert photos to JPEG format and attach to the email.

## Section 1•12 Media Services

### TOURNAMENT WEBSITE/LIVE SCORING/WEBSTREAMING

Each regional host is required to create a tournament page on its website. In addition, each host is required to provide live scoring and video streaming in accordance with [DII videostreaming requirements](#).

Per the video streaming policy, each team participating in the championship must be able to access all games that are played via film share or archival footage on an institution's streaming service (i.e., conference network).

### 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.

### POSTGAME MEDIA ACCESSIBILITY AND PRESS CONFERENCES

All coaches and student-athletes must be made available to media after their game, following a 10-minute cool-down period. A formal post-game press conference is not required at regional and super-regional competition. If a formal postgame press conference is held, the media coordinator should attend to facilitate. 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. Interviews should be posted on the tournament page on the host's website.

## Section 1•13 Marketing/Promotion

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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.

## Section 1•14 Merchandise/Programs

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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.

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 and should be posted around the venue.

## Section 1•15 Signage/Branding

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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.

## Section 1•16 Ticketing

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Tickets must be sold at each regional and super-regional site. Ticket prices shall be determined by each host. The minimum ticket price for general admission seating is \$5. It is also permissible to provide discounted price for students/seniors/military.

## Section 1•17 Financial Administration

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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, the host should make best efforts 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 minimum criteria. If the top-seeded teams do not meet the criteria, or elects not to host, the opportunity to host will go to the next highest-seeded team in the bracket.

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.

### Section 2•1 Competition Venue/Field

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The competition site should be prepared and set in accordance with Rule 1 of the 2023 and 2024 NCAA Baseball Rules Book. The facility should be available for use at least one day prior to the start of the regional until the completion of the competition.

#### LIGHTS

It is preferred that facilities hosting four-team regionals to have ample field lighting, **but it is not required**. There is no field lighting requirement for hosts of three-team regional brackets or super-regional competition. Stricter guidelines will be placed on host sites that do not have lights, as it pertains to game times.

#### FIELD TARP AND PREPARATION MATERIALS

A full infield tarp is required to host all competition. An adequate number of individuals must be available to pull the tarp on/off the field in the event of inclement weather. The tournament host is encouraged to arrange for personnel other than coaches and student-athletes to perform this task. The facility must have adequate field preparation resources available (e.g., drying agent, rakes) to maximize play of the field in case of inclement weather. **It is NOT the responsibility of visiting teams to assist with these duties.**

#### 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.

#### PROTECTIVE SCREENS

The host must provide protective screens for each team during practices and pregame.

#### MEDIA

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

### Section 2•2 Americans with Disabilities Act

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The Americans with Disabilities Act, which went into effect Jan. 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.

## Section 2•3 Squad Size and Bench Limit

Teams are limited to 25 participating student-athletes (their active roster), and 15 additional team personnel (coaches, athletic trainers, etc.) in the dugout (40 total 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.

## Section 2•4 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.

## Section 2•5 Pregame Schedule

The following pregame schedule is used for the first game of each day of competition. If field prep is not required, this schedule may be adjusted accordingly.

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 home team will use their time first, following by the visiting team, unless otherwise agreed upon by the participating teams.
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 required. 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 player 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. 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.

## Section 2•6 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, the higher-seeded team will be the home team.

Note: In a three-team regional, the highest-seeded team, which received a bye in the bracket, will be the home team in their first game of the tournament (Game 2).

The home team shall 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.

## Section 2•7 Home Team Dugout Designation

Throughout the tournament, in games that do not involve the host institution, the home team shall occupy the third base dugout. The host institution may occupy the dugout that they use as their home team dugout throughout the regular season for games they are competing, regardless of home/away team designation.

Teams waiting to play are expected to stay clear of the dugouts until the previous team has an opportunity to remove their equipment. 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.

## Section 2•8 Athletics 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.

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.

## Section 2•9 Media

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### 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 postgame 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 [NCAA.com/media](https://www.ncaa.com/media) to ensure they have been granted broadcasting approval/rights.

## Section 2•10 Videotaping/Scouting

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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. No information is permitted to be transmitted to the dugout.

## Section 2•11 Tobacco/Alcoholic Beverages

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### 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, II and National Collegiate championship and ancillary events, provided that the host, venue, and/or concessionaire:

- Comply with, and certify 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 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 Portal.

#### 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.

Promotional items (e.g., cups, shakers, flags, signs) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance 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•12 Neutrality**

Preliminary-round host of all Division II Championships are permitted to run the same kind of pregame promotion and celebrations they conduct during their regular season contests before resuming neutrality at the start of the contest and through its conclusion. The complete language of the Division II Preliminary Round Neutrality Policy can be found [HERE](#).

## **Section 2•13 Music**

Any music played during warm-ups or in between innings shall be provided by the host institution and be appropriate/tasteful for the setting. Batter walk-up music may be played, as long as it is done for both teams.

### Section 2•14 Public Address Announcer

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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.
- Effective 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.

### Section 2•15 Parking

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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.

### Section 2•16 Game Balls

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Rawlings is the official baseball supplier of NCAA baseball and will be sending a shipment of balls to each regional and super-regional host site. The exact number of balls sent to each site will be provided to hosts.

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.

### Section 2•17 Bands/Spirit Squads/Mascots

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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.**

### Section 2•18 Artificial Noisemakers

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No artificial noisemakers, air horns, electronic instruments, etc., are permissible. Host staff is responsible for removing these items from the venue.

### Section 2•19 National Anthem

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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.

## Section 2•20 Safety and Security

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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, postgame 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 their 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.