



***HOST
OPERATIONS
2024-25 MANUAL
Preliminary Rounds***

Division II Baseball

Contents

Introduction	2
NCAA Committee and Staff	3
Section 1 • Championships Structure and Administration	4
Section 1•1 Structure	4
Section 1•2 Tournament Staff and Contact Information	5
Section 1•3 NCAA Site Representative	5
Section 1•4 Games Committee	5
Section 1•5 Umpires	5
Section 1•6 Participant Manual	6
Section 1•7 Coach/Administrator Videoconference	6
Section 1•8 Lodging	6
Section 1•9 Awards and Banquets	6
Section 1•10 Drug Testing	7
Section 1•11 Results	7
Section 1•12 Media Services	7
Section 1•13 Marketing/Promotion	8
Section 1•14 Merchandise/Programs	8
Section 1•15 Signage/Branding	8
Section 1•16 Ticketing	8
Section 1•17 Financial Administration	8
Section 2 • Facility Requirements and Game Management	9
Section 2•1 Competition Venue/Field	9
Section 2•2 Americans with Disabilities Act	9
Section 2•3 Travel Party, Dugout and Roster Policies	10
Section 2•4 Lineup	10
Section 2•5 Pregame Schedule	10
Section 2•6 Determination of Home Team	11
Section 2•7 Dugout Designation and Uniform Colors	11
Section 2•8 Athletics Training/Medical Procedures	11
Section 2•9 Media	12
Section 2•10 Videotaping/Scouting	12
Section 2•11 Video Replay	12
Section 2•12 Tobacco/Alcoholic Beverages	13
Section 2•13 Neutrality	14
Section 2•14 Music	14
Section 2•15 Public Address Announcer	14
Section 2•16 Parking	14
Section 2•17 Game Balls	14
Section 2•18 Bands/Spirit Squads/Mascots	15
Section 2•19 Artificial Noisemakers	15
Section 2•20 National Anthem	15
Section 2•21 Safety and Security	15

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.

2024-25 NCAA DIVISION II BASEBALL COMMITTEE

<p>ATLANTIC REGION</p> <p>Guy Robertson Associate Athletic Director for External Operations Frostburg State University Phone: 310-687-4414 Email: gsrobertson@frostburg.edu</p>	<p>SOUTH REGION</p> <p>Erik Maas Director of Athletics Auburn University at Montgomery Phone: 904-347-9620 Email: emaas@aum.edu</p>
<p>CENTRAL REGION</p> <p>Bryce Darnell Head Baseball Coach Missouri Southern State University Phone: 417-529-8648 Email: darnell-b@mssu.edu</p>	<p>SOUTH CENTRAL REGION</p> <p>Nathan Blackwood Head Baseball Coach Lubbock Christian University Phone: 806-720-7853 Email: nathan.blackwood@lcu.edu</p>
<p>EAST REGION</p> <p>Matt Akins Associate Director of Athletics Saint Michael's College Phone: 802-654-2507 Email: makins@smcvt.edu</p>	<p>SOUTHEAST REGION</p> <p>Dustin Fuls Associate Director of Athletics North Greenville University Phone: 864-977-7254 Email: dustin.fuls2@ngu.edu</p>
<p>MIDWEST REGION</p> <p>TBD TBD</p>	<p>WEST REGION</p> <p>Jessica Harbison Weaver Commissioner Pacific West Conference Phone: 562-684-7264 Email: jharbisonweaver@thepacwest.com</p>
<p>Eric Breece Championships and Alliances, Operations NCAA Phone: 317-917-6781 Cell: 317-966-6789 Email: ebreece@ncaa.org</p>	<p>Carla Laster Championships and Alliances, Operations NCAA Phone: 317-917-6548 Email: claster@ncaa.org</p>

A list of regional advisory committee members, by region, can be found in the [NCAA Division II Baseball Prechampionships 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 postseason bids for six or eight teams, according to regional access ratio. The following is the breakdown of regional tournament bids for 2025:

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

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.**

4-Team Regional			
Game	Date	Facility w/out Lights	Facility w/ lights
1	May 15	11 a.m.	3 p.m.
2	May 15	2 p.m.	6 p.m.
3	May 16	11 a.m.	3 p.m.
4	May 16	2 p.m.	6 p.m.
5	May 17	11 a.m.	3 p.m.
6	May 17	2 p.m.	6 p.m.
7	May 18	Noon	3:30 p.m.

3-Team Regional			
Game	Date	Facility w/out Lights	Facility w/ lights
1	May 15	11 a.m.	3 p.m.
2	May 15	2 p.m.	6 p.m.
3	May 16	Noon	3 p.m.
4	May 17	11 a.m.	3 p.m.
5	May 17	2 p.m.	6 p.m.

Super-Regional			
Game	Date	Facility w/out Lights	Facility w/ lights
1	May 22	2 p.m.	6 p.m.
2	May 23	2 p.m.	6 p.m.
3	May 24	2 p.m.	6 p.m.

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

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

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

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

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

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 provided 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 Videoconference

A videoconference should be administered by the tournament director and site representative with the participating institutions' coaches and administrators the day after selections, or day after advancing from a regional to super-regional competition. 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 by the NCAA.

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 by the NCAA.

A host site may choose to combine these two meetings and cover all items on the video conference.

Section 1•8 Lodging

TEAMS

The host institution shall make reservations for the participating institutions and advise them of the arrangements. A minimum of 20 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 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.

LOCATION

Hotels are expected to be located within 30-45 minutes of travel time from the venue, with a preference for 30 minutes. Hotels beyond 45 minutes, but no more than 60 minutes, may be considered by the sport committee as part of an acceptable bid, but additional information and rationale is required with the bid. Hosts should also ensure that the locations of the hotels for all visiting teams are equitable to the greatest extent possible. Hosts should indicate the quality of hotels in the bid submission on both the hotel letter of agreement and in the bid portal so committees have an additional understanding before awarding bids.

ROOM RATES LODGING TYPES

Room rates, as with hotel quality and location, should be comparable for all visiting teams. Hosts are expected to secure room rates that are in line with the per diem rate (i.e., \$135 for the 2024-25 academic year).

LODGING TYPES

Hotels with internal doors and beds (i.e., no pullouts) are the only permissible lodging options. Full-service properties are preferred while limited-service properties can be acceptable if they meet quality and amenity requirements as specified by the respective sport committee.

HOTEL LETTER OF AGREEMENT

A letter of agreement between the host and the officials/site representative and team hotel(s) must be uploaded into the bid portal stating that the requisite number of rooms are being held (refer to bid checklist for the letter of agreement template). The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes.

RELEASE POLICY

Participating institutions are expected to stay at the hotel assigned by the host and are responsible for confirming with the hotel the number of rooms they will require and the rooming lists. If an institution prefers to stay in another hotel, the institution must use the rooms for persons accompanying the official travel party or will be charged a financial penalty as follows:

1. If the event is one to three nights, the institution will be required to pay for one night.
2. If the event is four or more nights, the institution will be required to pay for two nights.

The participating institution is expected to pay the penalty to the impacted hotel prior departing from the locale.

UMPIRES/SITE REPRESENTATIVE

The host institution is responsible for securing and paying for rooms for all umpires (four per site) and site representative (one per site). 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.

Section 1•9 Awards and Banquets

PARTICIPANT MEDALLION

Participant medallions for the **nonadvancing** team's travel party (30) will be provided. Arrangements should be made with each nonadvancing 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. The trophy will be accompanied by a “ticket punched” sign.

Section 1•10 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 at the following link: [NCAA Drug Testing Program - ncaa.org](https://www.ncaa.org/sportscollection/competition/competition-operations/competition-operations-101/competition-operations-101)

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://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-editorial@warnermedia.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 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 nontransferable 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 cooldown period. A formal postgame 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

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

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

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

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

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.

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expenses, within 60 days after the final date of competition at the site (if applicable). An automated email will be generated notifying the host of the final, approved settlement payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA upon approval of the financial report by the NCAA staff and receipt of the automated email noted above. 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 "Summary" tab as documentation supporting each line of 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 the financial report results in the NCAA paying the host, the NCAA will make its best effort to reimburse the host within five business days of the report being approved by the NCAA accounting department.

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

The competition site should be prepared and set in accordance with Rule 1 of the NCAA Baseball Rules Book. The facility should be available for use at least one day prior to the start of competition through its duration.

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

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 Travel Party, Dugout and Roster Policies

The official travel party for the Division II Baseball Championship is 30.

Each team is allowed a maximum of 40 people in their dugout.

The Tuesday prior to the start of competition in each round, all participating teams must submit to the tournament director and site rep their 40-person dugout roster. This dugout roster may contain up to 32 student-athletes who are eligible to compete during the championship. Eight dugout spots must be reserved for team personnel who are not student-athletes. An additional dugout spot/credential may also be reserved for teams traveling with an athletic trainer or team doctor.

Prior to the start of each game, teams must identify a 26-man roster for that game. This game roster may be altered for each game and include any of the 32 student-athletes that are included on the dugout roster form that is submitted prior to the start of competition.

POSTSEASON ROSTER REPLACEMENTS

Changes to the official squad list may only be made before the first pitch of the tournament. Changes shall not be permitted for any reason, including injury.

NOTE: Changes would be permitted between regionals and super regionals, and between super regionals and the championship finals.

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 the updated dugout roster for indicating an active 26-man roster and a 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 Determination of Home Team

For first-round games during championship competition when teams are seeded, the higher-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 committee representative shall designate the home team using the following guidelines (except "if-necessary" games*):

1. The institution that has been the home team the fewer number of times in that particular tournament.
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 higher-seeded team will be the home team.

In an "if-necessary" game, the teams will reverse home and away designation regardless of the above guidelines but remain in the same dugout and same uniforms.

In a three-team regional tournament, the high seed receives a bye in the first round and will be the home team in their first game of the tournament, regardless of the winner of the first game in the bracket. Further, if two teams remain after two games, the tournament becomes a best-of-three series. In this situation, the highest remaining seed will be the home team in game three and game five.

Section 2•7 Dugout Designation and Uniform Colors

The home team shall occupy the third-base dugout and take infield practice first.

The designated home team will choose their uniform top color. The visiting team must wear a uniform of contrasting color.

The host institution may occupy their regular home dugout, regardless of their home/away designation, in games that they are participating. In this instance, the infield practice and uniform protocols remain the same.

The games committee, in conjunction with the NCAA championship manager, will resolve any conflicts in the selection/designation of dugout and uniforms. All decisions made by the games committee are final.

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.

DIVISION II BASEBALL

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

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.

Postgame press conferences are not required during preliminary rounds of competition. 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

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 Video Replay

Video replay is not required at regional and super-regional sites.

Sites using video replay during the regular season may use it during the NCAA championship. The expenses associated with video replay (equipment, staff, etc.) are **NOT** reimbursable by the NCAA.

All NCAA Baseball video review regulations must be followed throughout competition. These regulations can be found [HERE](#).

Section 2•12 Tobacco/Alcoholic Beverages

ALCOHOLIC BEVERAGES

Beer, wine and prepackaged/premixed beverages (in the latter case, with alcohol by volume of not greater than 15%, such as most hard 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 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 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, nonalcoholic 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•13 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•14 Music

Any music played during warmups 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•15 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.
- 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•16 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.

Section 2•17 Game Balls

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•18 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.**

Section 2•19 Artificial Noisemakers

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

Section 2•20 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.

Section 2•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.

Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the Critical Incident Response Team form when completing your bid via the NCAA Championships Bid Portal. Please be as specific as possible when providing emergency contacts and numbers.

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.

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. The tournament director should also consider contacting a local meteorologist or the nearest National Weather Service office to further facilitate weather and environmental monitoring as part of each event.