



**2019 DIVISION III  
BASEBALL  
CHAMPIONSHIP**

**CEDAR RAPIDS, IA**

*American Rivers Conference, Host*

***HOST OPERATIONS  
2018-19 MANUAL***

**2019 NCAA DIVISION III BASEBALL CHAMPIONSHIP HOST OPERATIONS MANUAL PRELIMINARY ROUNDS  
TABLE OF CONTENTS**

No.	SECTION	PAGE
	Introduction	2
	NCAA Baseball Committee Directory	3
	NCAA Staff Directory	3
1	Awards and Mementos	4
2	Banquets	4
3	Broadcasting/Internet	4
4	Commercialism/Contributors	4
5	Critical Incident Response/Emergency Plan	7
6	Drug Testing	8
7	Facility, Equipment and Space Requirements	10
8	Financial Administration	15
9	Game Management	18
10	Lodging	23
11	Meetings/Schedule of Events	24
12	Media/ Credentials	25
13	Medical Procedures	30
14	Merchandising/Licensing	31
15	Umpires	33
16	Participating Teams	35
17	Promotions and Marketing	35
18	Practices	40
19	Programs	40
20	Security	41
21	Tickets/Seating	42
22	Transportation	44
23	Volunteers	44
	Appendixes	
A	Drug Testing Statement (For Pre-Championship Meeting)	
B	NCAA Representative/Committee TES Expense Instructions	
C	Administrative Meeting Agenda	
D	All-Tournament Team Ballots	
E	Conditions on Use of Credentials	
F	Roster Form	
G	Crowd-Control Statement	
H	Ticket Back Language	
I	Volunteer Waivers	
J	Checklist for Tournament Director	

## INTRODUCTION

On behalf of the Division III Baseball Committee, thank you for being an important part of the 2019 NCAA Division III Baseball Championship.

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 tournament attendee. It is designed to use in conjunction with, not in place of, the baseball pre-championship manual which provides more general policies for the administration of the championship. Both the pre-championship manual and host operations manual can be found on the [DIII Baseball Landing Page](#) of NCAA.org.

The support, commitment and involvement of the host institution/conference, its key staff members and local media are essential elements in hosting a successful NCAA championship.

The host institution/conference is the local entity responsible for making arrangements for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship.

The responsibilities of the host institution/conference are defined herein. The games management, media and marketing activities associated with the competition are to be administered and approved by the NCAA staff on behalf of the governing sport committee.

The host institution/conference will work in collaboration with the NCAA staff to ensure that the mission of the championship is preserved. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, communication, promotion and marketing of the event, and fiscal responsibility.

Tournament Director. This individual shall a knowledgeable person, preferably with experience in tournament administration and game management, to serve in this position. The function of the tournament manager is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA operations manual for hosts.

The tournament manager will also provide the NCAA with a post-championship evaluation including suggestions for future conduct of the championship.

Media Coordinator. The media coordinator, preferably the sports information director (SID) of the host institution/conference, shall work with the NCAA media coordinator or championship manager to ensure that the committee's policies regarding media are applied. Responsibilities may include planning and supervision of media work areas, coordination of all news conferences, statistical services and communications.

**Contact Information**  
**2018-19 NCAA DIVISION III BASEBALL COMMITTEE**

<b>Central Region</b> Luke Johnson Head Baseball Coach/Associate AD North Park University Phone: 773-244-5675 Cell: 630-728-2849 E-mail: <a href="mailto:ljohnson6@northpark.edu">ljohnson6@northpark.edu</a> Term expires: September 2020	<b>Mid-Atlantic Region</b> Paul Murphy, chair Assoc. Director of Athletics -Head Baseball Coach Gwynedd Mercy University Phone: 215-641-5533 Cell: 215-290-5359 E-mail: <a href="mailto:murphy.p@gmercyu.edu">murphy.p@gmercyu.edu</a> Term expires: September 2019
<b>Mideast Region</b> Bret Butler Director of Athletics University of Pittsburgh, Bradford Phone: 814-362-5093 Cell: 814-558-8306 E-mail: <a href="mailto:bab15@pitt.edu">bab15@pitt.edu</a> Term expires: September 2021	<b>Midwest Region</b> Aaron Rushing Head Baseball Coach Carleton College Phone: 507- 222-4051 Cell: 507-301-8861 E-mail: <a href="mailto:arushing@carleton.edu">arushing@carleton.edu</a> Term expires: September 2019
<b>New England Region</b> Jon Martin Head Baseball Coach Bates College Phone: 207-786-6063 Cell: 845-392-6684 Email: <a href="mailto:jmartin2@bates.edu">jmartin2@bates.edu</a> Term expires: September 2018	<b>New York Region</b> Michael Lindberg Director of Athletics Wells College Phone: 315-364-3409 Cell: 607-227-6173 E-mail: <a href="mailto:mlindberg@wells.edu">mlindberg@wells.edu</a> Term expires: September 2022
<b>South Region</b> Ray Hedrick Head Baseball Coach Randolph-Macon College Phone: 804-752-7303 Cell: 804-380-7949 E-mail: <a href="mailto:rhedrick@rmc.edu">rhedrick@rmc.edu</a> Term expires: September 2021	<b>West Region</b> Frank Pericolosi Head Baseball Coach Pomona College Phone: 909-621-8422 Cell: E-mail: <a href="mailto:frank.pericolosi@pomona.edu">frank.pericolosi@pomona.edu</a> Term expires: September 2020
J.P. Williams Assistant Director P.O. Box 6222 Indianapolis, IN 46206-6222 Phone: 317-917-6761 Cell: 317-966-6354 Email: <a href="mailto:jpwilliams@ncaa.org">jpwilliams@ncaa.org</a>	Nick Strah Coordinator P.O. Box 6222 Indianapolis, IN 46206-6222 Phone: 317-917-6674 Cell: 440-477-9647 Email: <a href="mailto:nstrah@ncaa.org">nstrah@ncaa.org</a>
Don Umland Coordinator of Umpires Mr. Don Umland Cell: 563-340-3825 Email: <a href="mailto:donumland@yahoo.com">donumland@yahoo.com</a>	

## **SECTION 1 – Awards and Mementos**

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### **Awards.**

**Regionals and super regionals.** MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team's squad size (25) to the tournament director prior to competition. Additionally, the tournament manager will receive one regional championship team trophy and 30 (travel party) championship team mini trophies. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area. The participant medallions will be presented to the coaches of the non-advancing teams at each site as they are eliminated from the tournament.

**Championship Site.** A detailed list of awards will be sent to the championship host.

**Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA regional competition the same experience, banquets and mementos will NOT be permitted at regional nor super regional rounds.**

## **SECTION 2 – Banquets**

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**Officials shall NOT be included in any social event involving the participating coaches or players.**

**Preliminary rounds.** Banquets will not be permitted at regional nor super regional rounds.

## **SECTION 3 – Broadcasting-Internet**

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Please refer to the page <http://www.ncaa.com/media> for information about policies and broadcast information.

## **SECTION 4 – Commercialism-Contributors**

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### **Advertising/Signs/"Look and Décor"**

- a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 30). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV's, computer monitors, stats monitors or displays), product/exhibit displays (e.g.

car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

- b. **Alcohol/Tobacco/Gambling.** All tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. Alcohol advertising within broadcast view or viewable by game attendees in the competition venue must be covered at the expense of the host or venue. Any alcohol branding that is not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues.
- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially-Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).
- e. **Covering existing signage/product branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions & partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

- g. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
- i. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

#### **NCAA Corporate Partners.**

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

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

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

For more information and a current list of corporate champions and partners, please click on the following link: [NCAA Corporate Champions & Partners](#)

#### **Local Contributors.**

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

Local contributors may only be referred to as "local contributors of the LOC". Local contributors may not use the word "official", "official sponsor of", or "corporate champion/partner" in any manner. Local contributors will not receive any in-venue or on-site

recognition/branding/exposure, with the exception of small signage in private hospitality locations; in the souvenir (print or digital) game program, and/or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

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

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## ***SECTION 5 – Critical Incident Response-Emergency Plan***

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### **Preparation.**

The facility liaison and NCAA staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the facility or interruption of the game. Facility management is reminded of its responsibility to provide sufficient security and-or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to provide the following:

- Develop contact lists.
  - o NCAA.
  - o Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
  - o Incident commander (second in command).
  - o Decision-making personnel-team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – review plan with facility manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorists' actions.
- In the event of a critical incident, contact the NCAA championship manager immediately before any decisions are made.

Interruption of Game. The umpires have the authority to interrupt play. If play is interrupted because of events beyond the control of the committee, it shall be continued from the point of interruption at a time determined by the committee. If necessary, the



remaining schedule of games also shall be adjusted by the games committee. The committee should review the following procedures for interruption of a game:

Scorer's Table. Assure that the game score, innings, and outs are accurately recorded.

Umpires. Assure that the umpires know the exact game situation when play was halted.

Student-Athletes and Coaches. These individuals should proceed to the dugout area or, upon instruction from the NCAA staff or committee members, retire to the locker rooms or outside the building to await further instructions.

Power Source-Public Address. Facility management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the competition area) it should be used so communication is not interrupted.

Responsibility. Building security and-or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if play is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are players, coaches, officials or NCAA representatives to become involved in the removal of such persons.

Communication. A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the scorers' table with means of portable communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and game officials must be kept informed throughout the delay.

Meeting. The committee chair, NCAA staff and game-management staff (facility manager, game management liaison and senior law-enforcement officer) should assemble immediately to assess the situation.

Normal Conditions. The committee shall determine when conditions have returned to normal.

Resumption of Play. As soon as possible, play shall be resumed from the point of suspension. The games committee shall determine the revised schedule after consultation with the baseball committee. If possible, the contest should be resumed in the primary facility. If necessary, the games committee has the authority to limit attendance to credentialed individuals, those on each institution's pass list; other individuals designated by each institution's director of athletics and required facility operations personnel. Also, the games committee has the authority to reschedule the game or session in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the provisions of NCAA playing rules.

Spokesperson. The committee chair, or his or her designee, working with the facility management, the NCAA and, when appropriate, city, county, state and federal law-enforcement agencies, will serve as spokesperson in the event of an emergency.

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.

### Drug-Testing Statement.

The drug-testing statement must be read at the pre-Championship meeting (**see Appendix A**).

### Expenses

The NCAA Championship Drug Testing Proposed Budget should be completed and submitted to Drug Free Sport, LLC. (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit the NCAA Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement. The proposed budget and invoice are located in the championship site coordinator manual.

NEW: Any collection, administrative and laboratory fees for drug tests (as requested by institutions or championship officials) that are not included in the approved championships drug testing plan will be invoiced to the institution.

### Host Notification.

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport.

**Team Championships.** The tournament manager and site coordinator will be notified no earlier than seven days before the start of the competition as to whether testing will be conducted.

### Site Coordinator’s Responsibilities. (Host)

The tournament manager is responsible for designating an individual, who has no other responsibilities in conjunction with the championship, to serve as the site coordinator for drug testing. This individual will work closely with Drug Free Sport and the drug-testing crew chief. The site coordinator’s responsibilities are outlined completely in the site coordinator’s manual.

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide official travel party and the team drug-testing representative’s contact information to the drug-testing crew chief.
- **Championships Drug-Testing Site Coordinator Manual.** The drug-testing site coordinator’s manual, provided by Drug Free Sport, is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).
- **Escorts (team championships).** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-

caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.

- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist the drug-testing crew chief during testing as directed.
  - **Confirmation.** Confirm receipt of the NCAA drug-testing notification memorandum.
  - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, "Games Management" is preferred.
  - **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
  - **Meet with Crew Chief.** Meet with the drug-testing crew chief the day prior to the scheduled testing date.
  - **Plans.** Meet with the tournament manager to finalize plans.
  - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
  - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew is responsible for arranging their own for the crew's transportation and lodging but may request the assistance of the site coordinator.

#### **Testing Area.**

**Team Championships.** Hosts must identify two separate testing rooms (one for each team) where drug testing will be conducted. The areas must have controlled access. Only those authorized by the drug-testing crew chief will be allowed in the area. Each room must accommodate the drug-testing crew, selected student-athletes and their institutional representatives. Each testing room must have fully equipped restrooms adjacent to or in close proximity to the testing room. These restrooms must be secure and closed to the public.

### ***SECTION 7 – Facility, Equipment and Space Requirements***

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#### **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 to create a "home" atmosphere. Traditional pregame or between-game activities are not permissible (e.g. tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.)

### **Alcoholic Beverages and Tobacco Products.**

Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any Division III championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

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.

### **Americans with Disabilities Act.**

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

### **Concessions.**

Food and beverage prices shall be no higher than similar events or primary tenants in the facility.

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas, except before games begin. During competition, selling is restricted to the stadium concourse and established selling locations.

### **Dates of Use – Facility.**

**Preliminary rounds and championship site.** The facility shall be available for use by participating institutions at least one day prior to the start of competition to conduct practices.

### **Decorating and Advertising.**

Banners Inside Facility. The following banners are permissible inside the facility:

- NCAA radio banner (one). *(These may be used to cover non-permissible signage.)*
- NCAA banners.
- Official radio stations of competing teams or televising stations (limit of two per station).

The banner(s) may not be placed in any location opposite the main television cameras.

Covering. The facility shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area (i.e. any place that can be seen from the playing field or seats), including the scoreboard, during the championship session or practices, other than NCAA, ESPN and radio banners, as specified by the NCAA. No local

school radio banners are allowed.

Institutional Signage. Institutional signage does not need to be covered. Championship banners may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

Promotional Signage. The NCAA will ship a standard signage packet prior to the championships. During the championship the signage should be displayed throughout the facility. The host will also have an opportunity to purchase additional promotional pieces and will receive information from the NCAA promotions group.

Directional Signs. Directional signs should be posted in all areas used by the participants and the media.

Video Boards and Electronic Messages. No electronic board advertising of any kind, or messages promoting non-NCAA events in the facility, may be displayed during practice or competition. This includes promotion of upcoming events in the stadium. All messages must be approved, in advance, by the baseball committee.

The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale on the concourse; or any public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming upon request.

#### **Equipment.**

Scoreboard. If possible, scoreboards shall display the names of the participating institutions rather than “Home” and “Visitors”. If the scoreboard does not have the capability of displaying the teams’ names electronically, printed generic home and away signs must be posted on the scoreboard.

Telephones. Telephone communication must be available for radio and television (if applicable). TV networks will provide telephone communication between the press box and their truck for the committee liaisons.

Video Screens. If electronic video replay screens are available, they may be used at the facility’s expense. Replays of any game umpires’ calls are not permissible. Video screens may not display advertising.

Baseballs. The Rawlings R1NCAA baseball has been selected as the official baseball for all games in the championship. No other baseball may be used during competition. The appropriate number of balls will be sent to all tournaments (see numbers below) following selections. The balls will be shipped to the director of athletics or tournament director at the host institution. Each team must furnish its own practice balls.

Note: Since baseballs are being furnished by Rawlings, they **should not** be included as a budgeted expenditure in the proposed budget.

**Regionals.** Each starting pitcher will be furnished a warm-up ball before each game. A total of 20 dozen baseballs will be sent to the four-team regional sites and 15 dozen to the two-team

regional sites.

**Super Regionals.** 10 dozen baseballs will be sent to each super regional site.

**Championship.** 95 dozen game balls will be sent to the championship site.

**BODYARMOR. Preliminary rounds.** The host institution may use items other than BODYARMOR-branded equipment. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

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

**Championship site.** The NCAA will provide certain championships relevant equipment (sidelines hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. The purpose of the equipment is to hydrate student-athletes for competition. Each championship will receive information from the NCAA pertaining to any equipment that will be provided. Following the championships, each host site will be required to provide the NCAA with a completed inventory sheet (template provided by the NCAA) and pictures for proof of performance.

Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. Only cups, cans, coolers or water bottles may be used during championships that are provided by the NCAA. If applicable, the host may retain the coolers, cooler carts and ice chests after the competition. Reoccurring host sites are strongly encouraged to use the same equipment the following year unless otherwise notified by the NCAA. Participating teams may retain the water bottles and bottle carriers after the competition.

Coca-Cola will provide a bottled water product (e.g., Dasani), BODYARMOR powder, and when applicable, BODYARMOR in bottles. Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice in the NCAA-provided equipment. Equipment carrying any branding other than BODYARMOR, however, will not be permitted on the sidelines during NCAA championships.

If a championship also receives BODYARMOR-branded squeeze bottles, they should be provided to student-athletes. Non-BODYARMOR-branded squeeze bottles brought by teams/student-athletes will not be allowed.

If the host has to provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas, etc.), the host must purchase and provide only Coca-Cola products (e.g., Dasani, BODYARMOR, Coca-Cola, Sprite

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonic) for any NCAA championship, even if the competition offers product for free or at a reduced cost. The championship budget will cover the purchase of Coca-Cola beverage products.

If you have any questions regarding any of this information, please contact J.P. Williams (317-917-6761; [jpwilliams@ncaa.org](mailto:jpwilliams@ncaa.org)).

#### **NCAA Space Requirements (As Applicable).**

Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., media and player-ticket). No one should be allowed to enter without a ticket or credential.

Team Personnel Entrance. An entrance, near the locker rooms, must be identified for all student-athletes and coaches. All student-athletes and coaches must be named on the pass list in order to gain admittance.

Media Entrance. A separate entrance should be designated for media only and is to be located next to the ticket office.

Locker Rooms. A locker room with shower facilities should be provided for each team, and one or two rooms for the umpires. A sign reading, "NCAA Use Only" shall be posted on the official's locker rooms. If locker rooms are subpar for visiting teams, the host team is expected to use the "least suitable" locker room. Only the umpires, designated representative(s) of the baseball committee, national coordinator of umpires, tournament manager, and media coordinator seeking clarification of a rule's interpretation for the media, shall be permitted in the umpires' dressing room before, during or after a game. One person shall be assigned to serve as the attendant for the room and ensure that it is "stocked" and secure.

Security. Security personnel should be stationed at the door of each locker room (competition days only) after accompanying the teams and officials from the field. Protection must also be provided for the umpire's dressing rooms.

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, soft drinks (Coke products), and grease boards, markers and erasers for all practices and games. The committee will inspect the locker rooms prior to the first practice.

Media Areas. The areas used for the media workroom and the postgame interviews should be near one another and to the locker rooms in order to facilitate the media's work and access for coaches and players. There needs to be adequate distance between the interview area and competition floor to ensure interviews can be conducted without interruption. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). Neither

should be adjacent to the hospitality area.

Workroom. The media workroom should be equipped with an adequate number of telephones, electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.

Refreshment Area. A refreshment area should be set up adjacent to or in the media workroom to accommodate the working press throughout open practices and competition.

The postgame interview room should be “dressed” appropriately to reflect the prestige of the event by (1) placing NCAA championship signage and logos on the podium and walls; (2) using draping on tables and other areas as necessary; (3) setting up a platform for the interviewees and moderator; (4) providing a riser for photographers and cameramen at the back of the room; and (5) providing a sound system. (Also see Media-Credentials section.)

Holding Area. An area adjacent to the interview room shall be designated as a holding area for players waiting to be interviewed. It should be situated so players do not have to walk through the actual interview room to reach the holding area. Chairs and water should be provided so players are able to wait comfortably.

Access-Security. A security officer should be stationed outside the media workroom and postgame interview room to check credentials; this individual should be instructed that only credentialed individuals may enter the area. Game officials specifically are prohibited from this area.

NCAA Committee-Games Committee Meeting Room. Room should be large enough to accommodate 15 people comfortably. This area needs to be close to the field and not visible to the public.

Player Warm-Up. If locker rooms are not large enough for teams to use as a stretching area, provide separate spaces for two teams to use for stretching and warm-up.

Athletic Training Room. Provide an athletic training room stocked with towels and other necessary equipment, and staff it with the appropriate personnel prior to and during the games and practice sessions.

#### **Parking.**

The host shall be responsible for revenue, maintenance and security in connection with its parking areas, at its expense.

There should be enough parking spaces adjacent to the ballpark for team personnel (three per team), umpires (two), NCAA staff (one) and media (as needed). In addition, designate an area for team buses to drop off and pick up passengers.

#### **Playing Field.**

The playing field should be in accordance with Rule 1 of the 2018-19 Baseball Rules book (ncaa.org-media & events-publications). The NCAA representative(s) in attendance at the competition will review all field preparations with the tournament manager prior to the start of competition.



Pitcher's Mound. Refer to Rule 1, Section 9 of the baseball rules book to ensure that the pitcher's mound is in conformance with the rules.

Dragging of Infield. The grounds crew should drag the infield prior to each game and at the end of the fifth inning.

#### **Athletic Training Room.**

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

#### **Videotaping.**

Video Distribution Area. Space shall be identified for audio and video distribution of game action and the press conferences. This area should accommodate a minimum of eight television and-or radio crews.

### ***SECTION 8 – Financial Administration***

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#### **Audit.**

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

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

#### **Approval of the budget.**

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

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

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale

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

#### **Corporate Partner Involvement.**

The NCAA and the host shall coordinate their efforts to obtain additional funds to underwrite expenses for the series from NCAA corporate partners and local contributors. It is understood that NCAA corporate partners shall have first choice of involvement with specific series activities. Information regarding corporate involvement is available on the NCAA Web site at <http://www.ncaa.com/news/ncaa/article/2011-02-25/corporate-champions-and-partners>

#### **Drug-Testing Expenses.**

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

#### **Financial Report.**

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

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within 5 business days of the report being approved by the NCAA finance and accounting department.

#### **Insurance.**

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

**Event is held off-campus:** Host institution must maintain and provide proof of at least \$1 million

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

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

Notes:

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

#### **Officials' Expenses.**

Umpires will be compensated using an online system called Arbiter RefPay. As host, you will be responsible for arrangement and payment of lodging expenses only. Room and tax shall be direct billed to the host institution and be reimbursed via the final financial report. Umpires will be responsible for their own incidentals.

#### **Participants.**

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA policies. The competing teams shall be responsible for their local transportation, unless otherwise allowed under NCAA policy. Once the championship is completed, participating institutions should submit online expense forms to the travel group at the NCAA national office within 30 days of the competition. Please note, that if you host a championship, the submission of per diem and/or transportation reimbursement is a separate process and submission from completing the host budgeting and approval process defined above.

#### **Site representatives.**

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

### ***SECTION 9 – Game Management***

The championship will be conducted in accordance with the general policies established by the NCAA Executive Committee and will be under the control, direction and supervision of the baseball committee, subject to the standards set forth in Bylaw 31 and the Division III baseball championship handbook.

### **Ball Persons.**

The host shall supply ball persons for the championship. These ball persons shall not have access to the field, due to liability concerns, but rather will be used to retrieve balls that leave the field of play. (Also see Section 24 - Volunteers)

### **Electronic Transmission.**

The use of electronic audio or video devices that transmit information from any location in the facility to the bench is not permitted. (No video to video; audio to audio; or video skill pictures in the dugouts.) It is permissible to gather statistical information from a designated area and to transmit statistical information (i.e. statistical information) to the bench. Electronic video devices may be used as aids for postgame analysis; video may be used between games outside the bench area, playing area and spectator areas. Computers may be used in the bench areas during the game for statistical purposes only.

### **Games Committee.**

The games committee shall be comprised of the following:

**Regional Rounds:** The NCAA site representative, tournament manager and a game umpire.

**Championship site:** The NCAA committee, tournament manager and the crew chief.

### **Media Press Box.**

Personnel. The host institution is responsible for providing the official scorer, scoreboard operator, statistic's crew, and public-address announcer, message board coordinator. The press box area should accommodate the following in this order:

#### **Preliminary Rounds**

Team SID	Scoreboard operator
Host SID	Team SID
Tournament manager	Television coordinator
Official scorer	NCAA Site Rep
Public-address announcer	Videographer

Exception. The committee may approve an exception to this list or order if factors in the specific facility do not accommodate the above (i.e., certain wiring requirements or electrical outlets). The statistics crew may be seated at the scorer's table if space permits or if a computerized system necessitates that location.

Neutrality. All press box personnel must refrain from cheering for either team and from wearing institutional attire; they are considered "neutral" and must behave in such a manner. They should report to the press box no later than one hour prior to game time.

Game Announcements. Other than player introductions, game proceedings announcements are limited to (1) those of an emergency nature; e.g., paging a doctor; (2) those of a "practical" nature; e.g., announcing that a car has left its lights on; (3) announcements that NCAA souvenir merchandise, game programs and concessions are on sale in the arena; (4) announcements of scores from another NCAA competition site; and (5) the paid attendance figure. It is not appropriate for the public-address announcer to introduce VIPs or game umpires, or to provide information pertinent only to the host institution's activities unrelated to the tournament. **(See Appendix D)**

Player Introductions. Full team introductions are made only prior to Game each teams first game and the last game at each site. The visiting team is introduced first, and the first man shall proceed to a point on the foul line midway between home plate and first base. The remaining players, coaches, managers and trainers will be introduced and join the first player on the foul line and extend the line towards the outfield. 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, then they return to their dugouts.

#### **Pregame Protocol.**

Host(s) must consult with the NCAA representative(s) regarding the pregame schedule. Be sure to keep teams notified of changes in the schedule and of any adjustments to game times.

The following pregame schedule shall be followed for all regional and championship final games:

#### **Before Game**

Home infield	0:40
Visitor infield	0:30
Field preparation	0:20
Introductions (if necessary)	0:12
National anthem	0:06
Umpires-coaches meeting	0:03
Home team on field	0:03
First pitch	0:00

Additional Information is as follows:

1. The above-mentioned schedule shall be followed to the letter; however, due to inclement weather or administrative demands on the tournament the schedule may be adjusted.
2. It is recommended that between the last out of the previous game and the start of the next game, a 50-minute period be allowed, which provides for a 10-minute warm-up period before the home team takes infield.
3. The umpires meeting times may be adjusted for each teams first game, due to first-time discussion of ground rules.

National Anthem. The national anthem will be played before the first game of each session of competition.

#### **Radar Guns.**

The use of radar guns by personnel from competing institutions is prohibited.

#### **Reporting Results.**

1. Use StatCrew for each game.
2. Forward results to the NCAA.com website in the following manner:

- E-mail the information to: [ncaa-editorial@turner.com](mailto:ncaa-editorial@turner.com).
  - Specify the division, sport, round and region in the subject area.
  - Paste the text (official results, including date of competition, round, etc.) directly into an e-mail or;
  - Send e-mail as an attachment in a Microsoft Word document or Windows Notepad text document;
  - Please convert photos to .jpg format and attach to an e-mail.
3. Forward the StatCrew file to Sean Straziscar ([ssstraziscar@ncaa.org](mailto:ssstraziscar@ncaa.org)), Associate Director of Media Coordination and Statistics at the NCAA national office.
  4. Have copies of the statistics available for competing teams and media immediately following each game.

#### **Starting Times.**

The national committee has approved starting times of each game, each round. Please find these starting times in the [pre-championships manual](#).

#### **Statistics Crew.**

The statistics crew should be set up in accordance with the institution's normal operating procedure. If the statistics crew normally is seated within the press box, the committee will make every effort to accommodate this arrangement but may make adjustments if necessary after evaluating such factors as space availability, requirements of television personnel, etc.

#### **Suspended Play.**

1. Length of Game— Halted-Game Rule. All games shall be nine innings. If play has been stopped before nine innings have been completed, the halted-game rule (Rule 5-8) shall be used. [Note: The 10-Run Rule—Rule 5-8-b-(4)—shall not be used for regionals].
2. Authority to Suspend. The games committee shall make the decision as to when a game shall be suspended and-or restarted. The only situation that the umpire-in-chief may suspend play is if it is his opinion that the playing surface is unplayable.
3. Contact with Weather Bureau. Upon arrival at the championship site, the NCAA championship manager shall establish contact with the weather bureau and request assistance with the weather reports. The NCAA has made arrangements through to provide a lightning detection and weather monitoring system to all rounds of competition for spring championships TelventDTN Lighting and Weather Detection Service is an Internet based lightning-detection and weather-monitoring system that does not require any equipment to be shipped to the host site. Each host facility must have access to a computer with Internet access. Instructions and a password will be sent to each site at a later date to access the system.
4. Suspension Procedures. If a game is suspended, the following procedures should be followed:
  - a. Prior to the delay, the weather bureau should be contacted to determine when inclement

weather will affect the game and to prepare the grounds crew to cover the field. If possible, the games committee must be prepared to estimate when the game should be suspended in order to allow the grounds crew adequate time to cover the infield.

- b. When it is determined that the game shall be suspended, both teams must be notified immediately, and if possible, information as to when the game might be restarted should be provided.
- c. The same information should be relayed to the press box and the televising network (if applicable).
- d. A public-address announcement should be made regarding the expected length of the delay.
- e. Throughout the delay, contact should be maintained with the weather bureau, and the above-mentioned groups should be kept informed of the status of the delay.
- f. When it is determined that play will resume, the head groundskeeper should be contacted to determine how much time will be required to get the field in playing condition and then inform the above-mentioned groups when play will resume.

#### **Team Dugouts.**

The home team shall occupy the third-base dugout. 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. Teams vacating the dugouts shall be encouraged to depart as soon as possible.

Adequate dugout facilities should be available to accommodate the approved number of personnel in each dugout.

Permissible Number. Each team will be permitted a maximum of 35 individuals in the dugout, including 25 players, coaching staff, other personnel performing game functions and two medical personnel. If two medical personnel are not used, nonmedical personnel may not be substituted (for a total of 33 individuals). Non-uniformed personnel may not participate in pregame warm-ups or game-type functions. [Note: Only the members of each official travel party's expenses (30) will be covered via the championship budget.]

Team Doctor. If an institution wishes to have its own team doctor in the bench area, that individual must be part of the bench limit of 35. Under no circumstances may an institution be provided more than 35 in the dugout.

Security. A uniformed security officer should be stationed behind or in the dugout to protect players from spectators if necessary and to accompany the teams to and from the locker room area.

#### **Tobacco Ban.**

The use of all tobacco products is prohibited by student-athletes and game personnel (e.g., coaches, umpires, trainers, managers) during practice sessions and game competition. The use of tobacco products during other championship activities, such as banquets, autograph

sessions, press conferences and postgame interviews, is prohibited.

The following enforcement procedures shall be followed:

1. During the pre-championship meeting, the committee representative shall remind the participating coaches of the “no tobacco” rule and the penalties if violated. The chair will ask each coach to certify the following:
  - a. He and his players, coaches and other team personnel are familiar with the rule; and
  - b. He is aware that any violation of the rule shall result in the immediate ejection of the offender from that contest.
2. During the home plate coaches’ conference, the umpire-in-chief shall remind both coaches of the rule.
3. If, during pregame activities or a contest, an umpire discovers that a person covered by the rule is in violation, he shall immediately eject that person from the contest and report the ejection to the games committee.
4. Violations of this regulation shall be dealt with by the baseball committee in accordance with the misconduct provisions of Bylaw 31.1.8.

#### **Videotaping Responsibility - Final Super Regional Game.**

**Super regionals** - Host sites should make arrangements to video record the final game of the regional and forward that video to the championship host immediately following the regional. Footage from each regional will be compiled to produce video to be shown at the championship banquet. \$250 has been allocated to cover the expense of recording the game and shipping to the championship host.

### ***SECTION 10 – Lodging***

The host institution is responsible for reserving hotel accommodations for (a) the participating teams that are traveling to the site; (b) game umpires; and (c) NCAA committee and media. The tournament manager conducts a survey of the recommended properties and executes contracts with those selected.

#### **Game Umpires’ Hotel.**

**Preliminary Rounds.** When the officials (four or five per site) are determined, NCAA staff will provide the names to the host. The tournament manager will then provide a rooming list to the hotel. It is recommended to lodge the officials in a separate, but comparable, hotel. The tournament manager will arrange for the officials’ hotel room and tax to be master-billed to the institution. Officials are responsible for their incidental charges.

**Championship site.** The NCAA will contract game umpire hotel rooms through Anthony Travel. The host is required to have the official’s room and tax direct billed to their master account and then will be reimbursed through the host budget.



### **NCAA Representatives' Hotel.**

**Preliminary rounds.** The tournament manager will arrange for the NCAA representative(s) hotel room and tax to be master-billed to the institution. NCAA representatives are responsible for their incidental charges.

**Championship site.** The NCAA will contract NCAA representative's hotel rooms through Anthony Travel. The host is required to have the representatives, less the NCAA staff liaison, room and tax direct billed to their master account and then will be reimbursed through the host budget.

### **Team Hotels.**

**Preliminary rounds and championship site.** A minimum of 15 double-double non-smoking rooms shall be reserved for the visiting teams at a special rate. Rooms should be held in advance by the tournament manager beginning for the night prior to the practice day. The tournament manager will recommend team hotels of comparable quality, rates and proximity to the facility. Hotels should be as close to the facility as possible, but **not be more than 30-minutes** from the facility.

In addition, be prepared to make additional reservations for members of official parties as requested by visiting teams. The best possible rates should be obtained to reduce participant's expenses.

Guarantee. The 15 double-double, non-smoking rooms for the teams should be guaranteed. If a team prefers to stay at a hotel other than the one to which it has been assigned, it must (a) obtain from the hotel manager a written release of the 15 rooms, or (b) use the rooms for persons accompanying the official party. If an institution fails to make satisfactory arrangements with the hotel for the use of the 15 rooms, full charges for these rooms will be deducted from that teams per diem.

## ***SECTION 11 – Meetings-Schedule of Events***

### **Administrative Meeting.**

**All rounds.** The committee or its site representative will conduct a mandatory administrative meeting before the opening round of the tournament to review championship matters. It is mandatory that each institution's athletics director or senior woman administrator (or designated administrator other than a member of the baseball coaching staff) and the head coach attend the meeting (**See Appendix C**). A separate meeting will be held with the umpires.

As the host institution, you are requested to make arrangements for this meeting.

### **Ground Rules.**

The games committee, in conjunction with the stadium and the host institution, shall be responsible for establishing the ground rules for the championship. Participating teams shall be provided with a copy of the ground rules during the pre-competition meeting and they shall be reviewed in detail during the umpires meeting during the first games of the championship. The umpires shall schedule a "walk-thru" of the stadium on Thursday prior to the start of the championship to review the ground rules. (Also see Game Management)

### **NCAA Representative(s).**

The baseball representative(s) at each site will meet the day before competition begins with

the tournament manager, media coordinator, and facility manager. If requested by the baseball representative, additional personnel may participate. The NCAA staff will provide the committee representative and the tournament manager with a checklist to review during the meeting.

#### **Umpires.**

The umpires shall schedule a “walk-through” of the stadium the day prior to the start of competition to review the ground rules. The umpires meeting will take place the evening prior to the start of competition.

### ***SECTION 12 – Media-Credentials***

#### **Credentials.**

**See Appendix E for the conditions on credentials.**

**Regional and super regional rounds.** The host institution will be responsible for printing and distributing credentials for the regionals.

**Championship site.** The NCAA will order all necessary credentials, after working with the host to obtain a list of credentials needed.

Gambling. NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of “tout sheets” or “tip sheets,” or other advertising designed to encourage gambling on college sports events. Institutions hosting National Collegiate Championships competition are subject to the Association’s enforcement procedures if the media coordinator disregards this policy.

Credentials List. During the administrative meeting, the media coordinator must submit a listing of all individuals receiving credentials to the committee representative.

Issuance of Credentials. Working credentials shall not be mailed. The media coordinator shall issue credentials individually. Credentials may be issued to the following:

Dugout. Dugout credentials should be distributed to any non-uniformed personnel who will occupy one of the 35 spots allotted for each dugout. Only individuals wearing a dugout credential, or a team uniform will be permitted in the dugout area. Ushers and security personnel should **strictly** enforce this rule and prohibit unauthorized personnel to this area.

Umpires. Umpires that are selected to work the championship will be given credentials to enter the stadium throughout the tournament. These credentials will be distributed at the pre-Championship meeting.

Umpires may also purchase tickets and will receive a ticket request form from the host.

Drug-Testing Team. In the event of drug testing, plastic credential badges will be issued for the drug-testing team by The Center staff. A minimum of 10 non-media seats shall be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament manager at each site by the national office staff.

Traveling Party-Squad Size. The official traveling party for the baseball championship shall consist of 30 persons. The number of players in uniform cannot exceed 25. Each coach shall designate the 25 players who will participate in the championship, as well as, the 10 other personnel allowed in the dugout during a game. A completed roster must be submitted during the pre-Championship meeting. **(See Appendix F)**

No player substitutions will be permitted after the submission of the roster for any reason. NCAA executive regulations require the games committee to forfeit the game to the opponent of a team with more than 25 players in uniform. On the field, including the practice field, bullpen, bench and dugout, each team is limited to official coaches in uniform, eligible players in uniform and other individuals performing game functions (e.g., trainer, bat handler, scorer) not to exceed 35 people. If a bat handler is under the age of 13, they will be allowed in the dugout without counting against the team's max number of 35 people.

Participant Media. Media credentials shall be issued according to the press criteria printed in the baseball handbook.

Personnel. Each host SID is responsible for organizing workers to assist in the press operation of the championship. The number of workers will depend upon the media demand for the games at the site. Communication with the media coordinator and the SID's knowledge of the area media will help with advance planning. Such duties as press runners, quote takers, stat crews, copy machine personnel, fax machine operators, etc., should all be coordinated with the tournament manager and media coordinator.

Radio Not Providing Play-by-Play. Each station or network will be limited to one credential.

Radio Providing Play-by-Play. Credentials may be provided to the number of individuals required by a station or network to originate games during the regular season. However, in no case may more than four credentials be provided for any single station-network. Broadcasts of any championship game must conform to the general broadcasting policies established by the Association.

For the radio agreement form, and radio and Internet policy, refer to <http://www.ncaa.com/media>.

Scouts. Scouting seats shall be reserved only for the official members of the coaching staffs of the participating teams while they are still competing in the championship. Two scouting seats will be provided at each round of competition.

Any scouting information involving current opponents must not be transmitted to the field. A team may film or videotape its game(s) during tournament competition, but not games involving other teams.

Television Providing Play-by-Play (if applicable). Credentials shall be provided to the entity televising the games and claimed in person by the producer. Please refer to <http://www.ncaa.com/media>.

Baseball Committee. Representatives of the baseball committee should be issued a credential that gives them total access to the facility.

Volunteers. It is not permissible to issue credentials to volunteer workers except for those directly involved in event management.

#### **Live Scoring.**

Refer to <http://www.ncaa.com/media>.

#### **Media Guides.**

Team media guides should be brought to the stadium for the Wednesday practice sessions. They should be placed in the media work-lunch room, with the remainder placed in the press box. SIDs should be alerted to hold back a few sets for late-arriving media.

#### **Media Hotel.**

The media coordinator shall provide national media representatives with the telephone number and a reservation contact at the hotel. It is suggested that national media personnel make their own reservations. Media representatives are responsible for their own charges at the hotel.

In most instances, the televising network will make their own hotel reservations. However, the media coordinator should contact the network representative six months prior to the championship to determine if rooms will be required at the headquarters hotel.

#### **Media Interview Room.**

This area must accommodate an elevated dais and camera platform. (Also see Facility, Equipment & Space Requirements section.)

Setup for this room is made through the tournament manager and consists of a long table with room for eight people, curtained background with appropriate logos and seating for about 20.

The media coordinator is moderator for all postgame press conferences.

#### **Mini-Cams and News Film.**

If a game is televised, only the station that has purchased rights may film game action. Media coordinators shall designate an area near the locker rooms or interview room where video distribution facilities will be placed. For mini-cam and news film photography policies, refer to <http://www.ncaa.com/media>.

#### **News Conferences.**

The media coordinator shall have the authority to designate and require any student-athlete to attend a postgame news conference and-or those scheduled before any round of competition in the national championship. Each participating institution shall make players available at all scheduled news conferences.

#### Pregame News Conference.

**Regional and super regional rounds.** Because of travel and class schedules, in-person news conferences are not required for regional nor super regional games. Instead, the host institution may conduct a telephonic news conference two days prior to the first day of

competition.

Postgame News Conference. News conferences take place in the media work-lunch room with the media coordinator as the moderator. The losing coach and two players go on first with a total time usually not to exceed 10 minutes. The winning coach and a MINIMUM of two players (maximum of five) are next with the length of the session dictated by the time of day and the number of media present.

After a brief opening statement from the head coach, the session is opened to questions from media. Members of the media coordination staff will provide winning and non-winning quotes which are included in game box set. The quotes are usually no longer than one page, single-spaced, for both teams.

Media needing to interview players or coaches not part of the official press conference are allowed access to the locker rooms after each game. On doubleheader days, teams and media must not interfere with the second-game preparation and may be required to move out of the locker room-dugout area to conduct the interview. Media coordination personnel and team sports information directors will be available to assist the media.

#### **Parking.**

The media coordinator arranges parking passes. Passes are distributed to each team SID based on total number of media, which is usually between two to 12 passes each. The media coordinator determines distribution of the remainder of the passes, including local media, the host, baseball committee and NCAA staff.

The facility shall provide parking space for satellite trucks and mobile equipment of all credentialed electronic media agencies. A reasonable “parking” fee to cover costs such as security and electricity, to be determined by the host in accordance with the facility’s customary rates for other events, may be charged to agencies that have not purchased live telecasting or broadcasting rights from the NCAA.

#### **Radio Broadcasts.**

Each team is guaranteed space in the press box for its official station. Additional stations also may broadcast if space permits. Each station must sign a radio rights agreement and must pay a rights fee (if it has not already done so at regional competition), plus per station along a network. The NCAA broadcasting guidelines are located on the on the NCAA Web site at <http://www.ncaa.com/media>. Click on “Audio Policy” for specific information regarding radio and Internet broadcasts and for the radio rights agreement form. Information for media integration and Internet is also located at this site.

#### **Seat Assignments.**

Labels. Identification labels or place cards (by name and affiliation, if possible) shall be placed at all media seats.

Preferred Location. Press box seating shall be assigned by the media coordinator. The media coordinator should review their seating chart prior to the final day of competition at the site to ensure media agencies that regularly staff games played by the participating and host institutions receive preferred seat locations.

**Security.**

Security personnel should be instructed to protect the press conferences and working press areas, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent on the media coordinator to emphasize the necessity to protect the field media areas from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each game.

**Starting Lineups.**

SIDs are encouraged to provide lineups approximately one hour before the game. Lineup sheets, including the umpires, are then distributed in the press box.

**Statistical Services.**

Championship statistics (tournament leaders, and team and individual stats) are distributed after each team has played two games and daily thereafter. They are distributed with the daily game notes. The media coordinator runs the computer program that compiles the leaders.

**Team Films-Videotapes.**

Each participating team is permitted to tape games at the site in which it is participating with a single camera and one person (videotape or film).

Noncommercial Usage. Films or videotapes of any of the games of the championship procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution's own noncommercial purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

Restricted Space. On completion of the game being filmed-videotaped, the representative will be required to immediately depart the area in order for other videographers to establish their shooting positions.

**Team Practices.**

Practices held the day prior to the opening competition are open, although institutional representatives from participating teams are prohibited from attending other teams' open practices. Credentials are required for open practices.

Practices held on the day of the competition and-or the day between games shall be closed to the public and the media. All teams should be provided practice facilities of equal quality and equal practice time.

**Preliminary Rounds.** A practice schedule should be established for teams prior to competition on the regional call following selections. Hosts should consult with the NCAA representatives when establishing practice times.

### **Working Press Box and Press Room.**

The media coordinator is responsible for the working press box and press room at the stadium. The following items are **suggested for preliminary rounds**:

Equipment. It is desirable to have facsimile machines and operators available for faxing. A sign-up list should be posted for the media to include their requests (final box only, complete play-by-play, quotes, etc.). The fax machines should not be located in the interview area. In addition, an appropriate number of DSL lines should be installed for transmitting information.

Facsimile. A facsimile machine shall be available at each working pressroom.

Individual Telephones. Individual media representatives may order telephones at the media outlet's expense. Media coordinators shall coordinate these orders according to host institution-conference or facility policy.

SID Needs. The media coordinator shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics and other updated information to place in the pressroom prior to the team's arrival.

Copier. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper.

Telephones. Telephones may be installed in the designated working pressroom at the arena as a championship expense. These phones, with direct-dial access, should be limited to credit card, toll-free or incoming calls. The media coordinator shall determine the number of telephones required by evaluating the number of press credentials. To avoid conflicts with television and radio stations that have purchased rights to broadcast, only print media may have phones installed on press row. This specifically excludes radio or television stations wishing to provide updates from the site.

Transmitting Copy. Media may inquire about the availability of communications at each facility for transmitting copy. Inquiries should be directed to facsimile transmission representatives to determine their plans.

Computer Ethernet. At each site there should be a minimum of two Ethernet connections or wireless (preferred) access.

Printers. At least one high-speed printer with collating and stapling capabilities shall be available in the media area.

## ***SECTION 13– Medical Procedures***

### **Medical Procedures.**

Each scheduled practice and contest requires (1) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (2) planned access to a physician

for prompt medical evaluation of the situation, when warranted; (3) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; (4) access to a working telephone or other telecommunications device; and (5) a thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation techniques. The host institution must provide standard procedures and equipment for handling injuries involving blood.

**All Rounds.** The host must arrange for a trainer to be in attendance at all sessions and for athletic training facilities to be available. The host must also arrange for a doctor to be present or available at all sessions. The host must provide each institution with information regarding hospital facilities (including phone number) and ensure quick access to a hospital, if necessary.

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### ***SECTION 14– Merchandising-Licensing***

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

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

#### **General Procedures.**

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

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8AM on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.



- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
  - Merchandise made available for sale at all times during the event.
  - Each item neatly displayed with correct prices clearly marked.
  - Merchandise should be neatly folded at all times.
  - Neatly dressed personnel that are customer-oriented.
  - Skirted tables for display and checkout.
  - Display boards and grids to properly display product at all selling locations
  - Selling locations located in high traffic and easily located locations.
  - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
  - Keeping selling areas clean and neat at all times.
  - Re-stocking of back-up inventory in a fast and efficient manner.
  - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
  - Providing electricity and phone line to support the merchandise sales effort at no cost.
  - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.
- k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by event 1, Inc., within two days of the conclusion.
- l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

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

#### **Team Orders.**

A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host

institution or official vendor will provide the NCAA 15 percent of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship. **Reordering Process.** The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

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

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## ***SECTION 15 – Umpires***

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### **Administration.**

The umpires selected to work the championship shall report to the NCAA representative (**preliminary rounds**) for all matters related to the administration of the series. During the conduct of a game, the umpire-in-chief shall be in charge. The umpires must report to the games committee chair one hour prior to the game they are to work and be on the field 15 minutes before the start of the game.

### **Assignments and Rotation.**

Preliminary Rounds. All umpiring assignments will be completed by DIII National Coordinator of Umpires in conjunction with the respective crew chiefs. Four umpires shall be assigned to each game. Five umpires will be assigned to the four-team regionals, four umpires will be assigned to the two-team regionals and four umpires will be assigned to the super regionals.

Championship Round. All umpiring assignments will be completed by the DIII National Coordinator of Umpires and approved by the games committee. Four umpires shall be assigned to each game through bracket play. Six umpires will be assigned to the (Best of three) Championship Series.

### **Confidentiality.**

Participating teams will be advised of the umpires assigned to their competitions at the administrative meeting. The committee representative will meet with the officials (separately from the participants' meeting) to review their responsibilities, administer the officials' fees and expense forms, and distribute the NCAA patches. The committee member will give the expense forms to the tournament manager.

### **Fees and Expenses.**

Officials will receive their game fee, per diem and mileage (if applicable) through RefPay.

**Preliminary Rounds.** Each umpire at the four-team regionals will receive a flat fee of \$470. Each umpire at the two team regionals will receive a flat fee of \$380. Each umpire at the super regionals will receive a flat fee of \$315. All umpires will receive 53 cents per mile, \$45 a day for per diem. All fees are paid for by the NCAA while all housing expenses, less incidentals, are paid by the host institution.

**Championship Round.** Each championship site official will be paid a flat fee of \$1,300, 53 cents per mile and \$45 per day for per diem (all paid by the NCAA) while all housing expenses, less incidentals, are paid by the host institution.

The DIII Baseball Committee will approve all crews and NCAA Staff will set up travel. Hosts set up hotel accommodations. Any umpire outside the 500-mile radius will receive air transportation, booked the Short's Travel.

#### **Hotel.**

Officials' hotel rooms and tax should be billed to the host institution; the officials are responsible for incidental charges. The host institution will then file these expenses on the financial report form after the competition. [Also refer to Lodging, Section 11.] The officials should be housed in the same hotel as the NCAA representatives and, when possible, should not be housed with the teams. Reserve a single room for each official.

#### **Meetings.**

Arrange a meeting of the tournament manager, NCAA committee member (or representative) and umpires to coordinate assignment and officiating procedures. Umpires are required to attend this meeting prior to the conduct of the competition. All officials must be on the field 60 minutes before the starting time of the first game.

#### **Policies.**

NCAA policies prohibit umpires from fraternizing with participants, coaches and other institutional representatives during the series.

#### **Selection.**

Notification. The committee and national assignor are responsible for contacting the umpires (by e-mail) to notify them of their assignments. The host should contact the umpires, once confirmed, to obtain arrival times; provide information regarding a meeting time and site and lodging arrangements; and determine whether they wish to purchase tickets for family members or friends. The NCAA national office will provide names and addresses of umpires who will work each site. All game assignments for umpires will be made prior to the competition.

**Preliminary Rounds.** Five umpires shall be assigned to a four-team regional and four umpires shall be assigned to two-team regionals. Four umpires shall be assigned to the super regionals.

**Championship Round.** Eight umpires shall be assigned to the championship site.

#### **Social Activities.**

Do not include umpires in social gatherings held in connection with competition.

#### **Tickets.**

Umpires working the championship will be able to purchase tickets from the host for family members. Credentials will be provided at the pre-Championship meeting; therefore, they will not need to purchase tickets for themselves.

**Transportation.**

Officials who receive approval for air travel must make flight arrangements through Short's Travel at 866-821-8547. Officials who drive will be reimbursed for mileage at 53 cents per mile. All umpires should make plans to arrive not later than 5 p.m. the day prior to the start of the championship.

**Uniform.**

Umpires shall wear uniforms outlined in the NCAA Baseball Rules book.

**Preliminary Rounds.** Hats will be shipped to each preliminary round site and will be distributed to the umpires.

**Championship Round.** Hats and shirts will be shipped to the final site to be distributed to the umpires.

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***SECTION 16 – Participating Teams***

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**Admittance to Facility.**

Participating institutions must submit a roster list to the NCAA representative 30 minutes prior to each team's first game. **(See Appendix F)**

**Bracket.**

Placement of teams in the bracket is the sole responsibility of the baseball committee.

**Lineup Card.**

The coach of each team will present a lineup card to the umpire before the start of the game. Each coach is requested to have his tentative lineup available for the media when his team arrives at the stadium. If a change is made in the lineup, the coach should notify the plate umpire who will then inform the press box. After the completion of the first-round games, the coaches and umpires should refrain from lengthy home plate discussions. Lineups must be submitted to the NCAA site representative 30 minutes prior to game time.

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***SECTION 17– Promotions and Marketing***

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**Banners.**

All commercial identification within the competition area must be covered. Any signage promoting alcohol, tobacco or gambling must also be covered.

**Host Responsibilities.**

The NCAA championships promotions assistance program is designed to help host institutions generate awareness and promote the NCAA Championships. The materials from the NCAA are by no means intended to be used as the sole promotion for the championship. They are to be implemented as part of the host institution's championship promotions program.

### **Materials Sent to High Schools.**

Per Bylaw 13.4.4.3, an institution hosting an NCAA or conference championship may provide a poster promoting the championship and send it to a high school coach and-or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete.

### **Promotional Ideas.**

Following are ideas to stimulate host institutions' thoughts in planning their promotional strategies to generate community awareness and support:

Advertising. Plan an advertising campaign to be implemented during the final weeks prior to the championship, with increased advertising during the final few days. Consider the following media:

- Newspapers. Alternate morning and evening papers in the metropolitan area as well as surrounding communities. Be sure to include specific information about how to obtain tickets.
- Radio and Television. If your budget prohibits purchasing, attempt to solicit promotional messages as free public service announcements.
- Banners. Hang at key intersections of the city and on your campus.
- Billboards. Display throughout the city if they are considered to be an effective advertising medium in your area.
- Electronic Message Boards. Run championship information on electronic message boards on campus and around town.

"Buddy" System. Encourage booster and-or alumni groups on campus not only to purchase tickets for themselves, but also to sponsor another person or group to attend the championship (e.g., Girl Scouts, Boy Scouts, underprivileged children, etc.).

Conference Office Involvement. Make sure ticket order forms and information are available through the nearest conference office and enlist its assistance in promoting the championship through its releases, newsletters, clinics, conference meetings, etc.

Corporate Sales. Establish a program to solicit corporate ticket sales. A committee could be set up to personally solicit each business in the city to encourage the purchase of blocks of tickets for employees, underprivileged children or other citizens.

Fax Cover Page. Include championship information on your athletics department's fax cover page.

Fliers. Send ticket fliers and cover letters to the following:

- Booster club members.
- Season ticket holders.
- Previous year's postseason competition ticket holders, if applicable.
- Local chamber of commerce and merchants.
- Faculty, staff and students.
- Local **adult**-group baseball leagues.

- State high school and junior college coaches associations.
- Conference offices.

Grade School Involvement. Plan activities to involve grade school students in the promotion of the championship (e.g., conduct an art contest welcoming the championship and display the art in the airport the week of the championship; award two game tickets to the winning artist).

Internet. Provide championship information on your institution's page on the Internet.

Mailings to Ticket Holders. Include notice of the championship on all lists and mailings to your institution's regular-season events (both athletics and general) and on athletics department answering service recordings.

NCAA Corporate Partners. Enlist the cooperation and support of the affiliates of NCAA corporate partners in the area to purchase tickets to be used for promotion of the championship.

"NCAA Week". Request your community to declare "NCAA Championship Week" prior to the championship. Information could be distributed at different locations throughout the city in conjunction with the declaration.

Promotion at Home Events. Promote the championship at all home men's and women's athletics events on the scoreboard-message board and public-address system. Use PSAs on local radio broadcasts and telecasts of other institutional sporting events

Public Speaking. Establish community support by doing the following:

- Obtaining the support of key political and corporate leaders.
- Arranging speaking engagements by coaches and athletics department personnel at chamber of commerce meetings, booster-club meetings, etc.
- Arranging radio and television appearances by campus or local "personalities" to promote the championship.

Radio-Television Promotions. Purchase tickets to be used as trade-outs for promotional spots on local radio and television stations.

Speaker's Bureau. Establish a speaker's bureau through the chamber of commerce through which leaders of service organizations would be encouraged to invite someone from the athletics department to speak about the championship.

Street-Pole Banners. The NCAA will offer the opportunity, on request, to its corporate partners to include their logos on the official street-pole banners and will coordinate this activity with the organizing committee and partners.

Student Involvement. Direct promotional efforts to student organizations on campus and faculty and staff; enlist student organizations to help sell ticket blocks. Visit dormitories, fraternities and sororities and organize a contest among them to sell tickets.

Ticket Donations. Distribute a mailing to the parks and recreation department participants in

the city soliciting donations for the purchase of tickets for children who participate in the recreational programs.

#### **Promotional Assistance.**

The NCAA is excited about moving online with promotional assistance for championship hosts. Rather than mailing posters and flyers to hosts, we have moved the art online, made it customizable and increased the types of materials offered. As a host institution, you WILL NOT receive any promotional materials, e.g., posters, flyers and print ads from the national office as in previous years. You may; however, customize and download all the necessary artwork for the championship from the Web site. Television and radio spots are also available through the promotions Web site.

Each NCAA Championships host promotions-marketing contact and tournament manager will receive an e-mail with the promotional materials Web site address, username, password and specific promotional budget allocated for the championship you are hosting. **The reimbursement amount is separate from the marketing-promotions budget allocated by host institutions through the championship bid process.** Please contact us at [ncaachampspromotions@ncaa.org](mailto:ncaachampspromotions@ncaa.org) if you are unable to locate this e-mail.

#### Promotional Products.

No cost downloadable artwork items available on the Web site include the following:

- Poster
- Flyer
- Print ad
- E-mail blast
- Banner
- Web banner
- Billboard
- Table Tent

#### Television-Video and Radio Ticket Spots.

The NCAA has developed several platforms for effectively promoting NCAA Championships. One of these platforms is technology. This online promotional Web site allows championship hosts to download video and radio spots for immediate use. There are several file options to choose from which will cover a variety of needs. The video and radio spots can be easily uploaded to Web sites, burned onto discs, used on video boards, or sent via e-mail.

##### **:30 Video-TV Spot**

- The NCAA will create video-television spots for all predetermined championship sites that are not sold out.
- The online video spot is not intended to be used for television; however, the quality of the video spot allows for use on Web sites and video boards. If you would like to order a television broadcast quality version of your spot (BETA tape), please contact Paula Buckhaultner via e-mail ([pbuckhaultner@ncaa.org](mailto:pbuckhaultner@ncaa.org)) or telephone 317-917-6222. Please be sure to provide Paula with your name, telephone number and physical shipping address.
- Three file formats are available for download: QuickTime, Real Player and Windows Media.
- The video spots are also posted on the NCAA YouTube channel which can be accessed at [www.youtube.com/ncaa](http://www.youtube.com/ncaa).

### :30 Radio Spot

- The NCAA will provide radio spot for all predetermined championship sites that are not sold out.
- The radio spots can be used on radio stations, Web sites, burned onto discs or e-mailed.
- The file format available for download is .wav.

### Championship Logo.

The official NCAA championship logo is provided so that you may assist the NCAA in publicizing the championship. The logo should be used as a part of all materials that are produced to promote the championship. NCAA Championship logos are available online at [www.NCAALogos.com](http://www.NCAALogos.com).

### Signage.

Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners displaying NCAA logos in a variety of sizes.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences and banquets.

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with an NCAA championships representative. Materials containing NCAA marks and logos may not be sold.

Specific signage for each round is outlined in Appendix D.

### **Promotional Items.**

Promotional items (i.e., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises without the permission of the NCAA. Items such as newspapers, caps, t-shirts, etc. may not be distributed on the premises.

Only CBS Sports, ESPN, a local cable company that purchases television rights, the NCAA Radio Network, stations of competing teams, and the NCAA may display banners in the facility. No other radio or television outlet may display a banner.

Ideas for using the tickets include giveaways by radio stations and halftime promotions. It is permissible for hosts to purchase additional tickets for promotional purposes.

Some suggested display locations for the welcome banners are the championship site, the ticket office, over main walkways, the championship's headquarters hotel, news conferences, banquets and at the airport. The welcome banners will be shipped with the NCAA signage.



**Administrative Responsibility.**

Each participating institution is required to have an administrator accompany the team to closed practices to ensure that only those individuals affiliated with the institution or designated by the coach (again, excluding media) are allowed in the closed practice. This individual may be a trainer, sports information director (SID) or other administrator, but not a member of the coaching staff or a student.

**Alternate Practice Site.**

The host institution is not obligated to arrange for an alternate practice facility for the visiting teams in the event they arrive early. Practice at an alternate site is permissible, but the visiting team is responsible for making these arrangements themselves.

**Length.**

**All Rounds.** Teams can practice for a maximum of two hours (host and NCAA Site Rep to determine length based on availability) the day preceding its first day of competition. Teams will practice for one hour on the competition field and one hour at an alternate field.

**Practice.**

Practices held the day before the games shall be open to the public. Teams are required to practice at the competition site the day of open practice. All media and tournament personnel will be required to wear the appropriate credential to access the playing floor; accordingly, sufficient security should be on hand to check credentials. Institutional representatives from participating teams may not attend another team's open practice.

All practices subsequent to practices the day prior to competition are closed practices. All other practices are closed to all but the institutions' official traveling parties and selected others that the coach authorizes to attend practice (e.g., parents of players, selected colleagues). **If the event is televised, network talent may observe closed practices, but coaches are under no obligation to give interviews.** Television technicians may be in the area (if necessary) for televised game preparation.

**Schedule.**

**All rounds.** A practice schedule should be established for teams prior to competition. Hosts should consult with the NCAA representative when establishing the practice schedule.

Timing. All practices shall be timed by the scoreboard clock beginning at the scheduled practice time, regardless of whether the team has taken the field. If a team arrives early, it may take the field as soon as it is available, but it is still limited to the scheduled amount of time. If the team arrives early, any team activity taking place in the playable area will designate the start of practice and the practice clock will begin.

No programs will be available for the preliminary rounds, but there will be a digital program for the championship.

### **Crowd Control.**

The responsibility for crowd control rests with the host. The directors of athletics of the competing institutions are expected to communicate with their student-athletes and other fans to encourage enthusiastic support within the confines of good sportsmanship. Stadium management must provide adequate security and ushers, preferably in uniform, for effective crowd management.

The tournament manager must review crowd control policies with the committee liaisons and is responsible for strict enforcement of these policies. **(See Appendix G)**

Fan Seating. Fans should not switch their seat locations during the course of a game to follow a team.

### **Personnel**

Adequate uniformed security (not necessarily uniformed police) must be provided for the dugouts, teams' and officials' locker rooms, press conferences and working press areas, postgame interview 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 manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

Practices. A minimum number of uniformed security personnel (normal stadium security is fine) should be assigned to the closed practices. They are responsible for assisting the committee liaisons in ensuring that only those authorized by the coach (excluding media) are allowed in closed practices.

Emergency Plans. Facility management must have specific written policies and procedures outlining the facility's emergency-evacuation plans and plans for assignment of security officers in and around the competition site. The NCAA representative and tournament manager should meet with security personnel to discuss existing security procedures and review potential security threats; review the facility to determine potential security problems and discuss the emergency-evacuation plan.

Limited Access. Only participants, coaches, game officials and authorized personnel shall be allowed on the playing field before, during and at the conclusion of competition.

Local Spokesperson. The host institution, working with facility management and Federal, state, county and city law-enforcement agencies, shall designate one individual to coordinate security efforts and serve as a local spokesperson during an emergency.

Nonpermissible Items. The tournament manager and facility staff are responsible for enforcing the NCAA's policies described on each ticket back or distributed at the point of purchase. The facility shall encourage patrons to return non-permissible items to their automobiles. Also, an area shall be established for the checking and securing of such articles at the patron's expense. The following items are not permissible inside the stadium:

- Banners. No banners may be posted at any session of the competition other than NCAA approved television-radio and official participating institution banners. (Refer to the championship handbook). Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticket patrons may be permitted. It is the responsibility of stadium management to confiscate all prohibited articles.
- Laser Pointers.
- Noisemakers. Artificial noisemakers of any kind, megaphones used for distraction, air horns, electronic instruments, inflatable noisemakers, etc., are not permissible. The facility staff is
- responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

Public Address Announcer. The public-address announcer should read the provided scripts throughout the tournament.

Umpires. Escorts shall be provided to escort the umpires to the dressing room immediately after the conclusion of each game.

#### **Spectator Photography-Video Cameras.**

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

#### **Distribution of Materials.**

No person or group may distribute the following materials in the facility or adjacent areas that fall under the control of the arena management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

### ***SECTION 21 – Tickets-Seating***

#### **Printing Tickets.**

The committee, prior to the printing or distribution of tickets, must approve the location of all team tickets.

#### **Team Allocations.**

Each competing institution shall be guaranteed a minimum of 50 tickets for each session in which its team competes. Any unused tickets must be returned to the tournament manager prior to the start of the tournament. The unused tickets will first be offered to other participating teams before being placed on sale locally. Reserve a special section for members of the competing teams when they are not playing.

The tournament director should assign sections for fans of the visiting teams. If possible, the seats immediately behind the visiting teams' dugout should be reserved for the visiting team's fans.

### **Ticket Backs.**

Commercial identification on ticket backs to offset printing costs is permitted; however, the NCAA staff must approve all designs. Identification is limited to one logo or the name of the commercial entity.

Computerized Tickets. Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.

Coupons. Under no circumstances may a “coupon promotion” be included as part of the ticket or ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).

Ticket Back Disclaimer Language. See **Appendix H** for language that must be on the ticket back.

### **Ticket Blocks.**

Drug-Testing Crew. Reserve 10 seats for members of the drug-testing crew, in an area approved by the NCAA. Members of the drug-testing crew should be provided a special credential that will admit them to the arena, locker rooms and drug-testing site.

Umpires. Umpires that are selected to work the championship will be given credentials to enter the stadium throughout the tournament; however, they may purchase tickets for family members by contacting the host.

Player-Guest Tickets. Participating institutions may purchase tickets for their student-athletes in accordance with the regulations specified in Bylaw 16.2. A pass gate should be established at the stadium to administer the players’ tickets. A designated individual from each participating institution will be responsible for submitting the names of the individuals who will use those tickets to the tournament manager (or his or her designee). Individuals using those tickets will proceed through the pass gate to a nearby area with a table or booth, where they will be identified by the appropriate institution’s designee, given a ticket stub and directed to their seats.

Public. Any spectator entering the facility must have a ticket (children age two and under are admitted free with a paying adult). Standing-room-only tickets are not permissible. Tickets must be purchased as a package until the ticket booth opens the first day of the championship games. After that time, single-session tickets may be purchased.

### **Ticket Sales.**

Since all members of the general public must have a ticket in order to enter the facility, a minimum number of ticket windows must remain open until the conclusion of the event.

Special Ticket Plans. Any special ticket plans (e.g., local contributor-sponsorship packages) must be approved in advance by the NCAA national office. Preference may be given to those who purchase tickets for all sessions.

Ticket Prices. Ticket prices shall be established after consultation with the NCAA national office and the baseball committee chair. No complimentary tickets shall be permitted, and all tickets shall be accounted for at face value and shall become part of the gross receipts. Minimum ticket price for all rounds is \$4.

## ***SECTION 22 – Transportation***

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### **Local Transportation for Teams.**

Teams will book their local transportation through Short's Travel.

## ***SECTION 23 – Volunteers***

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### **Ball Persons.**

The host can supply ball persons for the championship. These ball persons shall not have access to the field, due to liability concerns, but rather will be used to chase down balls that leave the field of play. **(Also see Game Management)**

### **Goals and Recruitment.**

The LOC volunteer program should strive to provide an enthusiastic and warm welcome to guests visiting the area by answering questions and provide information to visitor's and contributing to the general aura of excitement surrounding the championship.

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

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

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

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

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

### **Waivers.**

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

## **Drug Testing Statement**

[Reference: Bylaws 18.4.1.5 and 31.2.3 in the NCAA Manual.]

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3 and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

## TRAVEL EXPENSE SYSTEM – TRAVELER USER GUIDE

1. On the last day of your meeting or trip, your staff liaison will authorize you to file an expense report. Once authorized, you will receive an email advising you to file your expense report and giving you the link to the system and login instructions.
2. The new system has been redesigned to offer the following conveniences:
  - a. One username and password for all trips.
  - b. View the status of all expense reports, as well as payment information, in one place.
  - c. Simplify the system and improve usability.
3. Once you have received your email, follow the instructions to access the system and log in. On the home screen, you will see a list of all expense reports you are authorized for, as well as those already filed. Click on the column headers to sort the list as you prefer or use the Search box to locate a particular trip.
4. To begin a new expense report, click on the Create link.

Trips Profile

Welcome, Juanita Sheely  
Change Password | Contact Us | Logout


Trips

Show / hide columns

Show 10 entries

Travel group	Meeting dates	Meeting location	Meeting name	Travel type	Primary Expense Report	Secondary Expense Report
Committee	02/04/2015-02/06/2015	San Diego, CA	Site Visit	Per Diem	<a href="#">Create</a>	
Officials	01/12/2015-01/15/2015	Washington, DC	DII Men's Basketball Second Round	Per Diem	<a href="#">Create</a>	
Program	01/15/2015-01/18/2015	Washington, DC	Leadership development	Actuals	<a href="#">Approved Payment Pending</a>	
Committee	01/13/2015-01/17/2015	Washington, DC	NCAA Convention	Per Diem	<a href="#">Approved</a>	
Transient	01/14/2015-01/15/2015	Washington, DC	Officials Observation	Per Diem	<a href="#">Approved</a>	

5. First enter your travel dates. You can type the dates in or use the calendar icons to select them.
6. If you are eligible for per diem, your reimbursable amount will automatically populate based on your travel dates and the dates authorized by your staff liaison.



NCAA  
Travel Expense

Welcome, Juanita Sheely

[Manage Users](#) | 
 [Change Password](#) | 
 [Contact Us](#) | 
 [Logout](#)

[Trips](#)
[Batch Payments](#)
[Users](#)
[Travel Groups](#)
[Travel Types](#)
[Expense Types](#)
[App Errors](#)

### Approvals > Approving Expense Report

**Expense Report**

Event dates: 02/11/2015 - 02/11/2015

Purpose of trip: Site visit

Location: San Diego, CA

Travel dates:  -

**Expenses**

Expense	Unit Amount	Receipt Notes
Per Diem 2 day(s) * 75	150.00	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span><a href="#">Select To Add Expense</a></span> <span></span> </div>		

- If you have other expenses to claim, click the Select to Add Expense drop-down menu, and choose the expense type from the drop down menu. Note, if per diem is paid, the NCAA does not reimburse items such as meals, parking, lodging, ground transportation, tolls, etc., except in extraordinary circumstances. Per diem travelers will most often claim mileage and baggage fees.

For each expense, enter the amount being claimed. If you are claiming an expense not ordinarily reimbursed, use the notes section to provide your reason for the request.

### Trips > Editing Expense Report

**Expense Report**

Committee/program:

Meeting dates: 02/04/2015 - 02/06/2015

Meeting name: Site Visit

Location: San Diego, CA

Travel dates:  ... -  ...

**Expenses**

Expense	Unit Amount	Receipt Notes
Per Diem 4 day(s) * 75	300	
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;"> <div style="background-color: #005596; color: white; padding: 2px;">▼</div> <div style="background-color: #005596; color: white; padding: 2px;">Meals</div> <div style="background-color: #005596; color: white; padding: 2px;">Lodging</div> <div style="background-color: #005596; color: white; padding: 2px;">Mileage @ 0.53</div> <div style="background-color: #005596; color: white; padding: 2px;">Ground Transportation</div> <div style="background-color: #005596; color: white; padding: 2px;">Airfare</div> <div style="background-color: #005596; color: white; padding: 2px;">Other</div> <div style="background-color: #005596; color: white; padding: 2px;">Baggage</div> <div style="background-color: #005596; color: white; padding: 2px;">Select Pay To</div> </div> <div style="border: 1px solid #ccc; flex-grow: 1; min-height: 20px;"></div> </div>		
<div style="display: flex; justify-content: flex-end; align-items: center;"> <span style="background-color: #808080; color: white; padding: 2px 10px; border-radius: 3px;">Remove</span> </div>		



8. Some expenses will require you to submit receipts. When required, the Receipt field will be populated. To submit, simply click the Browse button and attach the appropriate file from your computer. The system can only accept pdf files.

Trips Profile

**Trips > Editing Expense Report**

**Expense Report**

Committee/program:

Meeting dates: 02/04/2015 - 02/06/2015

Meeting name: Site Visit

Location: San Diego, CA

Travel dates: 02/03/2015 - 02/06/2015

**Expenses**

Expense	Unit	Amount	Receipt	Notes
Per Diem 4 day(s) * 75		300		
Mileage @ 0.53	400	212		
Lodging		102.35	<a href="#">Browse...</a> No file selected.	stuck in connecting city overnight

9. Once all expenses are entered, choose who payment should be made to. You can choose yourself, or your institution, conference or business.

To choose yourself, select Self from the drop-down menu. If the system does not have a record of paying you previously, you will need to add your address by clicking the Add Address button.

Pay To

Self

**Mailing Address**

No tax address is configured

[Add Address](#)

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

10. On the address screen, enter your Social Security Number and current mailing address in the fields provided. When complete, click Create Address change to be taken back to the expense entry screen.

Address Change

Social Security Number

Address Change

Address 1

Address 2

City

State

Postal code

Country code

Create Address change

If the system indicates you have been paid by the NCAA previously, the address we currently have on file for you will be shown. Please be sure that address is correct or enter any changes by clicking Modify Address.

Per Diem 4 day(s) \* 75

300

Mileage @ 0.53

400

212

Remove

Lodging

102.35

Browse...

No file selected.

stuck in connecting city overnight

Remove

Add Expense Report Line

Pay To

Self

Mailing Address

	Current Address	Unapproved Update
Address 1		123 Main St
City		Anytown
State		IN
Postal code		46204
Country		USA

Modify Address

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

- Finally, if the payment is being made to you, we will need your bank information in order to pay you by electronic funds transfer, or direct deposit. As with your address, if the system does not have your information on file, you will need to click Add Bank and complete the required fields. Once complete, click Update Bank Info.

State	IN
Postal code	46204
Country	USA

[Modify Address](#)

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

---

**Payment Information**

Bank is not configured

[Add Bank](#)

Please enter your bank information to receive funds via direct deposit.

Bank Info

**Bank Info**

Bank name

Account type Select Account Type ▾

Routing number

Account number

[Update Bank Info](#)

If the system indicates you have been paid by the NCAA previously, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking Modify Bank.

Payment Information	
	Current Bank    Unapproved Update
Bank name	PNC
Account type	Savings
Routing number	071923456
Account number	123852

[Modify Bank](#)

12. Once all expense, address and bank information is complete, click Submit to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.
13. If the expense report should be paid to your institution, business or conference, choose Organization from the drop-down menu. Then begin typing the name in the Select Organization field, and choose the correct one from the list. Payments made to an organization do not need to provide address or bank information.

14. Did you forget an expense? If you find you've forgotten to claim an expense after you have clicked submit, you can still request reimbursement. Simply log back into the system. Any report eligible to have a forgotten expense claimed, will have a Create link available in the Secondary Expense Report column. This option will only be available after the primary expense report has been approved and submitted for payment.

If the Secondary Expense Report option is not available, contact the travel department and an adjustment to the report can be made.

Expense report was successfully submitted.

## Trips

Show / hide columns

Show  entries

Search:

Travel group	Meeting dates	Meeting location	Meeting name	Travel type	Primary Expense Report	Secondary Expense Report
Committee	02/04/2015-02/06/2015	San Diego, CA	Site Visit	Per Diem	<a href="#">Submitted - Being Reviewed</a>	

Showing 1 to 1 of 1 entries

Previous  Next

**Status Legend**

**In Progress:** Traveler is working on expense report.

**Submitted - Being Reviewed:** Expense report has been submitted and will be reviewed by the travel staff.

**Approved:** Expense report has been approved and will be submitted for payment within 24 hours.

**Submitted for payment:** Expense report has been submitted for payment.

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

A G E N D A

National Collegiate Athletic Association  
Division III Baseball Championship  
Preliminary Rounds Administrative Meeting

1. Site Representative.
  - a. Introductions and welcome.
  - b. Assignments of the games committee (facilities, umpires, game schedules, media).
  - c. Officials squad size (25 players in uniform and eligible to compete).
  - d. Official traveling party size (27).
  - e. Number of personnel in dugout (35, travel party + six, including medical personnel).
  - f. Team expense forms (NCAA.org website).
  - g. Misconduct.
  - h. Ground rules and NCAA rules modifications.
  - i. Protest procedure.
  - j. Pregame format.
    - (1) Batting practice.
    - (2) Infield schedule.
    - (3) National schedule.
    - (4) Introduction of players.
    - (5) Seating of non-competing teams.
    - (6) Seating for participating team scouts.
    - (7) No “cheerleading” via message type scoreboards.
    - (8) Team mascot policy.
    - (9) Tickets.

(10) Pregame format.

- (a) Home infield.
- (b) Visitor infield.
- (c) Field preparation.
- (d) Introductions (team umpires).
- (e) National anthem.
- (f) Umpires-coaches meeting.
- (g) Home team on field.
- (h) First pitch.

k. Determination of home team.

l. Length of games.

- (1) All games shall be nine innings.
- (2) Halted game rule.

m. Official team lineups.

n. Videotaping policy.

o. Crowd control statement.

p. Banners and noisemakers policy.

q. Alcoholic beverage policy.

r. Uniform policy.

s. Drug testing information, if applicable.

t. Miscellaneous.

2. Tournament director.

a. Schedule of events.

b. Facility diagram and information.

c. Participants' passes.

- d. Parking and transportation arrangements.
  - e. Team hotel information.
  - f. Miscellaneous.
3. Sports information director.
- a. Statistics.
  - b. Program.
  - c. Post-game interview procedures.
  - d. Miscellaneous.
4. Athletic Trainer.
- a. Medical procedures.
  - b. Availability of trainers and athletic training facilities.
  - c. Miscellaneous.
5. Conclusion.
- a. Questions.
  - b. Miscellaneous.
  - c. Adjournment.

## All-Tournament Team Ballots Information (Championship site only)

Each Individual or entity signing for or using a credential for access to any NCAA championship games practice, press conference, or other in-venue activity associated with the championship (the “Events”) and his-her-its employers (each signer, user and employer, a “Bearer”) agrees to the following:

### General

Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attended. The credential is not transferable and may be revoked at any time with or without cause.

The rights and privileges granted to Bearer shall automatically terminate if any term of this credential shall be breached. The unauthorized use of this credential subjects the Bearer to ejection from the facility and prosecution for criminal trespass, without limiting any other rights and remedies at law or in equity.

While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents.

Bearer assumes all risks incidental to the performance by the Bearer of Bearer’s services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injuries or loss of personal property or equipment connection therewith.

In the event that the name or likeness of any individual using this credential is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, such individual grants the NCAA the non-exclusive, transferable, perpetual right and license to use (and to sub-license the use of) such name and likeness in any media worldwide whether now known or thereafter devised.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys’ fees) arising out of anything done or purported to have been done by Bearer or his-her employer, including but not limited to Bearer’s breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without their consent, to participate in any settlement of such claim.

### Media

The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events (the “Event Information”) other than for news coverage of, or magazines, books or stories about, the Events, or for First Amendment-protected purposes, is prohibited, except (a) with the prior written consent of the NCAA or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.

If the event is televised by an NCAA broadcast rights holder, authorized media entities shall use the network feed via the video and audio distributing facilities provided by the NCAA to acquire video. If the event is not televised by an NCAA broadcast rights holder, media entities may shoot ENG highlights from the designated area(s). These media entities recognize that any videos may be used within a 72-hour period after the game and the film clip or video portion of each such showing shall not exceed three minutes in length for regularly scheduled, televised news programs and 60-seconds of editorial coverage on the media entities’ official Web site. A media entity cannot charge a subscription or any other fee to the end user specifically for viewing highlights of NCAA championships. Media entities shall adhere to the specific policies that govern the length of video and times that it may be aired. If the event has live-television coverage, television entities may not air highlights of a game until the network’s broadcast of that event has been completed.



All credentialed media, including television stations, networks, cable systems, participating institutions or their designees, are prohibited from making available game film or video to any other organization without advance written permission from the NCAA, even though the planned use may be editorial in nature. Such film or video may be aired only by the specific station or entity to whom this credential is issued. These rights may not be assigned, transferred or otherwise disposed to any person, firm or corporation. Any agency wishing to use NCAA film or video in any other manner must obtain written permission for such usage from the NCAA.

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any game of the championship is exclusive to the NCAA's Web site and-or any other Web site designated by the NCAA and its rightsholders. "Real-time" is defined by the NCAA as a continuous play-by-play account or live, extended live-real-time statistics, or detailed description of an event.

Each Credential Holder (including institutional, television, Internet, new media, and print publications) has the privilege to blog during competition through the Credential Entity. However, the blog may not produce in any form a "real-time" description of the event. Periodic updates of scores, statistics or other brief descriptions of the competition throughout the event are acceptable. Credential Holder agrees that the determination of whether a blog is posting a real-time description shall be in the NCAA's sole discretion. If the NCAA deems that a Credential Holder is producing a real-time description of the contest, the NCAA reserves all actions against Credential Holder, including but not limited to the revocation of the credential.

If media intend to blog at an NCAA championship event, the media entity must indicate so through the credentialing process. Any media entity posting a blog during an NCAA championship must submit a direct link to the blog to NCAA.com Blog Central. In return, all media entities entering a blog must post the NCAA.com logo-link on their site. All blogs must be free of charge to readers. All must adhere to the conditions and limitations of this NCAA Blogging Policy.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights connected to the championship. Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes and consistent with the First Amendment.

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity's publications, provided that such use is not likely to create, or does not actually create confusion in the minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the bearer may sell photos taken at the Events to third-party entities including but not limited to other commercial entities or the general public.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any secondary use of any picture, audio description, videotape-film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA.

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the "NCAA radio policies."

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting-broadcasting, or other facilities for the television-radio station, Internet media, network, cable system, or other media entity.

**Each Individual or entity signing for or using a credential for access to any NCAA championship games practice, press conference, or other in-venue activity associated with the championship (the “Events”) and his-her-its employers (each signer, user and employer, a “Bearer”) agrees to the following:**

### **General**

Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attended. The credential is not transferable and may be revoked at any time with or without cause.

The rights and privileges granted to Bearer shall automatically terminate if any term of this credential shall be breached. The unauthorized use of this credential subjects the Bearer to ejection from the facility and prosecution for criminal trespass, without limiting any other rights and remedies at law or in equity.

While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents.

Bearer assumes all risks incidental to the performance by the Bearer of Bearer’s services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injuries or loss of personal property or equipment connection therewith.

In the event that the name or likeness of any individual using this credential is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, such individual grants the NCAA the non-exclusive, transferable, perpetual right and license to use (and to sub-license the use of) such name and likeness in any media worldwide whether now known or thereafter devised.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys’ fees) arising out of anything done or purported to have been done by Bearer or his-her employer, including but not limited to Bearer’s breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without their consent, to participate in any settlement of such claim.

### **Media**

The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events (the “Event Information”) other than for news coverage of, or magazines, books or stories about, the Events, or for First Amendment-protected purposes, is prohibited, except (a) with the prior written consent of the NCAA or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.

If the event is televised by an NCAA broadcast rights holder, authorized media entities shall use the network feed via the video and audio distributing facilities provided by the NCAA to acquire video. If the event is not televised by an NCAA broadcast rights holder, media entities may shoot ENG highlights from the designated area(s). These media entities recognize that any videos may be used within a 72-hour period after the game and the film clip or video portion of each such showing shall not exceed three minutes in length for regularly scheduled, televised news

programs and 60-seconds of editorial coverage on the media entities' official Web site. A media entity cannot charge a subscription or any other fee to the end user specifically for viewing highlights of NCAA championships. Media entities shall adhere to the specific policies that govern the length of video and times that it may be aired. If the event has live-television coverage, television entities may not air highlights of a game until the network's broadcast of that event has been completed.

All credentialed media, including television stations, networks, cable systems, participating institutions or their designees, are prohibited from making available game film or video to any other organization without advance written permission from the NCAA, even though the planned use may be editorial in nature. Such film or video may be aired only by the specific station or entity to whom this credential is issued. These rights may not be assigned, transferred or otherwise disposed to any person, firm or corporation. Any agency wishing to use NCAA film or video in any other manner must obtain written permission for such usage from the NCAA.

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any game of the championship is exclusive to the NCAA's Web site and-or any other Web site designated by the NCAA and its rightsholders. "Real-time" is defined by the NCAA as a continuous play-by-play account or live, extended live-real-time statistics, or detailed description of an event.

Each Credential Holder (including institutional, television, Internet, new media, and print publications) has the privilege to blog during competition through the Credential Entity. However, the blog may not produce in any form a "real-time" description of the event. Periodic updates of scores, statistics or other brief descriptions of the competition throughout the event are acceptable. Credential Holder agrees that the determination of whether a blog is posting a real-time description shall be in the NCAA's sole discretion. If the NCAA deems that a Credential Holder is producing a real-time description of the contest, the NCAA reserves all actions against Credential Holder, including but not limited to the revocation of the credential.

If media intend to blog at an NCAA championship event, the media entity must indicate so through the credentialing process. Any media entity posting a blog during an NCAA championship must submit a direct link to the blog to NCAA.com Blog Central. In return, all media entities entering a blog must post the NCAA.com logo-link on their site. All blogs must be free of charge to readers. All must adhere to the conditions and limitations of this NCAA Blogging Policy.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights connected to the championship. Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes and consistent with the First Amendment.

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity's publications, provided that such use is not likely to create, or does not actually create confusion in the minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the bearer may sell photos taken at the Events to third-party entities including but not limited to other commercial entities or the general public.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any secondary use of any picture, audio description, videotape-film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA.

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the "NCAA radio policies."

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting-broadcasting, or other facilities for the television-radio station, Internet media, network, cable system, or other media entity.



## Appendix F

### Team Roster

**SUBMIT FORM TO  
NCAA SITE  
REPRESENTATIVE  
30 MINUTES BEFORE  
YOUR FIRST GAME**

Institution \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

#### Team Members and Uniform Number

1. _____	20. _____
2. _____	21. _____
3. _____	22. _____
4. _____	23. _____
5. _____	24. _____
6. _____	25. _____
7. _____	
8. _____	<u>Managers &amp; Coaches</u>
9. _____	1. _____
10. _____	2. _____
11. _____	3. _____
12. _____	4. _____
13. _____	5. _____
14. _____	6. _____
15. _____	7. _____
16. _____	8. _____
17. _____	<u>Medical Personnel</u>
18. _____	1. _____
19. _____	2. _____

Division III Baseball Championship squad size is 25 eligible players in uniform, reimbursed travel party is 30, and maximum bench dugout area of 33 (plus up to 2 additional medical personnel). Each team is limited to official coaches in uniform, eligible players in uniform, and other individuals performing game functions (e.g., trainer, bat handler, scorer). This includes all function taking place on the field, including the practice field, bullpen, bench and dugout.

#### NOTES

- Only the 25 players on roster allowed in full uniform and allowed to take pregame infield/outfield. All other non-players (coaches, medical, students, etc.) on the bench may wear uniform pants, but must wear a uniform warm-up top. Only turf shoes or sneakers allowed for non-eligible players.
- All coaches and non-eligible players may hit fungo's and/or catch for a coaching staff member during pregame infield/outfield, but cannot actively partake in infield/outfield.
- Bullpen catcher must be one of 33 on the bench, but not required to be one of the 25 eligible players. Bullpen catcher may not wear game jersey if not an eligible player.
- Coaches included in the 33 maximum in the bench area. Additional players may not be in dugout.
- Only medically accredited individuals may occupy dugout as "medical personnel". Strength and Conditioning coach not counted as "medical personnel."

## APPENDIX G

### **CROWD CONTROL STATEMENT**

(To be read by public address announcer prior to start of event)

"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 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."

## **2018-19 STANDARD TICKET BACK DISCLAIMER LANGUAGE**

**Updated 07/02/2018**

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

If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan ([jlogan@ncaa.org](mailto:jlogan@ncaa.org)) and Curtis Franks ([cfranks@ncaa.org](mailto:cfranks@ncaa.org)) on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Curtis on any correspondence.

**NOTE: Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted "No re-admittance" language as needed.**

**NOTE: Handgun policy - text applies only to events hosted in the state of Texas. Remove text if it does not apply.**

### **THIS TICKET IS A REVOCABLE LICENSE USER ACCEPTS RISK OF INJURY**

The ticket purchaser/holder, on behalf of the holder and any minor accompanying the purchaser/holder (individually and collectively, the "Holder") voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. Every person, two years of age and older, must have a ticket to enter the facility. Entry will be at the facility's discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest. This ticket may not be sold or resold above face value except in approved instances authorized by the NCAA. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. The NCAA reserves the right to limit or restrict the number of tickets that Holder may purchase or possess. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. **No re-admittance.** No firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. **Pursuant to Sections 30.06 and 30.07 of the Texas Penal Code, a respon licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law) may not enter the property with a concealed handgun that is carried openly.** 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. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder's image or likeness in connection with any live or recorded transmission or reproduction of such event, for any purpose, including promotional purposes, without further authorization or consideration. The NCAA may choose to



relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA's rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

**DATES AND TIMES ARE SUBJECT TO CHANGE**

## **ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT**

Event: \_\_\_\_\_ (the "Event")

Participant's Name (Please print): \_\_\_\_\_ (the "Participant")

Participant's Age: \_\_\_\_\_

In consideration for permitting Participant to participate as a volunteer in the Event as directed by the relevant staff, the undersigned, for themselves, and for their respective heirs, personal representatives and assigns, agree as follows:

**Assumption of Risk:** The undersigned hereby acknowledge and agree that they understand the nature of the Event; that Participant is qualified, in good health, and in proper physical condition to participate therein; that there are certain inherent risks and dangers associated with the Event; and that, except as expressly set forth herein, they, knowingly and voluntarily, accept, and assume responsibility for, each of these risks and dangers, and all other risks and dangers that could arise out of, or occur during, Participant's participation in the Event.

**Release and Waiver:** The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, and each of them, their officers and employees, (collectively, the "Releasees"), from and for any liability resulting from any personal injury, accident or illness (including death), and-or property loss, however caused, arising from, or in any way related to, Participant's participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties.

**Indemnification and Hold Harmless:** The undersigned also hereby agree to INDEMNIFY AND HOLD the Releasees HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney's fees, arising from, or in any way related to, Participant's participation in the Event, except for those arising out of the willful misconduct, gross negligence or intentional torts of the above parties.

**Permission to Use Likeness:** The undersigned further agree to allow, without compensation, Participant's likeness to appear, and to otherwise be used, in material, regardless of media form, promoting the National Collegiate Athletic Association, and-or its championships, events and activities, including those of its representatives and licensees.

**Severability:** The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of Florida and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:** The undersigned have read this assumption of risk, release and waiver of liability and indemnity agreement, and have had the opportunity to ask questions about the same. The undersigned fully understand this assumption of risk, release

and waiver of liability and indemnity agreement, that the undersigned are giving up substantial rights in connection therewith, and that its terms are contractual, and not a mere recital. The undersigned acknowledge that they are signing this agreement freely and voluntarily.

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Signature of Participant	Date
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Signature of Parent-Guardian of Minor	Date
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Signature of Parent-Guardian of Minor	Date
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## TOURNAMENT MANAGER PRE-COMPETITION CHECKLIST

### FORMS

- \_\_\_\_\_ 1. **Certificate of Insurance.** Submit certificate of insurance to the NCAA national office prior to the start of competition.
- \_\_\_\_\_ 2. **Drug-Testing Budget.** If notified that drug testing will occur, submit separate drug-testing proposed budget to The National Center for Drug Free Sport, Inc. as soon as possible after notification.
- \_\_\_\_\_ 3. **Financial Report.** Within 60 days after completion of regional competition, the financial report must be submitted to the NCAA national office via electronic process to avoid financial penalties.
- \_\_\_\_\_ 4. **Roster.** The roster form (Appendix F) must include only those individuals who are authorized in the dugout and is to be completed prior to the championship. Roster forms shall be distributed to all participating teams and must be returned before competition.

### GAME ADMINISTRATION

- \_\_\_\_\_ 1. **Participating Teams.** As soon as you are notified of the teams that will compete at your site, please carefully review with each competing team the following:
  - a. Hotel-Motel Reservations. Check arrangements for housing to ensure conformance with policy. (See Team Hotels in Section 11-Lodging)
  - b. Team Arrival. Arrival time and flight number, if appropriate.
  - c. Mascots. Review policy that team mascots are NOT allowed on the field at any time.
  - d. Athletic Training Services. Identify services available during competition.

**Note: This list is not all-inclusive; make note of other parts of this checklist that refer to participating teams.**

- \_\_\_\_\_ 2. **Meeting.** Make arrangements for a pre-championship meeting to be conducted the day or night prior to the start of regional competition. Please provide the national office with the date, time and location of the meeting. Also be prepared to provide this information to the visiting teams. The meeting will include the NCAA committee representative(s), coaches and athletics directors of the competing teams and they will determine home and visiting teams, assign uniforms and review ground rules, etc. (See Appendix C for agenda)

- \_\_\_\_\_ 3. **Schedule of Events.** Prepare a schedule of events that includes pregame schedules, game times, meeting time, etc., for distribution to participants and individuals involved with the competition.
- \_\_\_\_\_ 4. **Facility.** Ensure that the playing field is in accordance with Rule 1 of the 2017-18 NCAA Baseball Rules.
- \_\_\_\_\_ 5. **Medical Personnel.** Make preliminary arrangements for tournament physician, local hospital information and a trainer for competition.
- \_\_\_\_\_ 6. **Baseballs.** Inspect baseballs upon arrival to ensure that the proper amount has been sent.
- \_\_\_\_\_ 7. **Practice Schedule.** Establish a practice schedule for teams prior to competition.
- \_\_\_\_\_ 8. **Minor Officials.** Ensure that arrangements have been made to hire all the necessary minor officials (i.e., public address announcer, official scorer, scoreboard operator, etc.).
- \_\_\_\_\_ 9. **Regional Bracket-Format.** Review the regional information and baseball championship handbook to ensure you have an understanding of pairings' procedures and format for the regional competition.

### **HOUSING**

- \_\_\_\_\_ 1. **Teams.** Make tentative housing arrangements for each visiting team. A minimum of 15 double-double rooms shall be reserved for each team.
- \_\_\_\_\_ 2. **Officials.** Make single-room reservations for four to five umpires depending on your region.
- \_\_\_\_\_ 3. **NCAA Representative.** Make a single-room reservation for the NCAA tournament representative.

### **UMPIRES**

- \_\_\_\_\_ 1. **Contact.** Contact the umpire-in-chief to determine when the crew will arrive and inform him of date, time and location of the pre-competition meeting. You will be provided with the name of the umpire-in-chief once all the regional teams and pairings have been completed **Sunday, May 12<sup>th</sup>**.
- \_\_\_\_\_ 2. **Amenities.** Ensure that umpires have snacks and drinks available in their dressing rooms and seats available when they not working. Be sure to determine what other needs they may have.

- \_\_\_\_\_ 3. **Meeting.** Make arrangements with umpires to have a pre-competition meeting with the NCAA representative and host institution personnel.
  
- \_\_\_\_\_ 4. **Expense Forms.** Provide each umpire with the instructions of how to use the NCAA electronic - paperless Travel Expense System (TES). Use these forms to complete the unbudgeted section of the online financial report. (Appendix B)