



2024 DIVISION III  
**BASEBALL**  
**CHAMPIONSHIP**

# ***SITE REPRESENTATIVE***

## ***2023-24 MANUAL***

# Division III Baseball

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# Section 1 • Introduction

## Section 1•1 Overview

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Thank you for serving as an NCAA site representative at one of the preliminary-round sites of the NCAA Division III Baseball Championship.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division III Baseball Committee. As such, NCAA site representatives are expected to conduct preliminary-round championship competition according to the policies and procedures outlined in this manual, the pre-championship manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials meeting before the start of preliminary-round competition.

In preparation for your role, please review and have on hand the following documents, which may be found on [ncaa.org](http://ncaa.org):

- [Pre-championship manual](#)
- [Host operations manual](#)

These documents, as well as the information found in this manual, are invaluable resources for you and should be your first reference when questions arise.

If you have any questions or concerns, please contact the NCAA staff or Frank Pericolosi, chair of the committee.

On behalf of the NCAA and the Division III Baseball Committee, thank you for your time and efforts.

## Section 1•2 Responsibilities of Site Representatives

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The following is a general overview of the site representative's responsibilities:

- To serve as a representative of the NCAA during championship playoffs.
- To conduct championship competition according to the policies and procedure outlined in the pre-championship manual and host operations manual.
- To conduct the administrative meeting in conjunction with the championship.
- To conduct a pre-championship teleconference with teams, administrators and host (if applicable).
- To serve as a resource for visiting teams and tournament director.
- To complete an evaluation of the tournament site.
- To communicate in a timely fashion to the NCAA championship staff issues and concerns that occur at the site.

## Section 2 • Contact Information

### Section 2•1 NCAA Staff and National Committee

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## Section 3 • Selection and Overview

### Section 3.1 Selection Process and Notification

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In order to serve as a site representative, all individuals are required to submit their information via the link below and participate in the mandatory site representative training for the specific sport. All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution or for a specific sport should note this when submitting their information in the database. (See Conflict of Interest below.)

Site representatives will be notified after selections that they are needed to serve.

<https://docs.google.com/forms/d/1dlpd46xuSVQSyJQfw9-aKNp9BnDWfHvr3YIECkzls4k/edit?ts=63fd063d>

### Section 3.2 Conflict of Interest

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[Reference the August 2008 Executive Committee minutes.]

The NCAA is a voluntary Association comprised of colleges, universities, conferences and other organizations, and governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations are first to their institution, second to their conference and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this Statement.

In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use knowledge or information obtained solely due to service on that committee to the disadvantage of the Association during the term of committee service. Further, a committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member also should not participate in a discussion or vote for which the member's institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations that they may have hereunder, and should recuse himself/herself from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. When such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation.

## Section 3•3 Neutrality

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Site representatives are representing the NCAA and should be neutral in this role. We would ask that site representatives dress professionally while avoiding any clothing that denotes institutional and/or conference affiliation.

## Section 3•4 Evaluations

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### SITE REPRESENTATIVE FEEDBACK

In order to learn more about your experience, we would like to ask for your help in providing feedback. Your responses will be held in confidence and used only to enhance the championship in the future. The survey should take less than five minutes to complete. NCAA staff will send you a link to an online evaluation after the championship.

### UMPIRE EVALUATION

In order to obtain feedback on the officials, we ask that each site representative also provide feedback on the officials at the site they served. Please go to [Appendix F](#) to complete this evaluation.

# Section 4 • Important Dates

## DIVISION III BASEBALL 2024 IMPORTANT DATES

Notification of Selection of Site Representative	Sunday, May 12 - Regionals
	Sunday, May 19 - Super Regionals
Mandatory Pre-Championship Call	Monday, May 13 - Regionals
Participant Call	Tuesday, May 14 - Regionals
	Monday, May 20 - Super Regionals
Site Representative Procedures Call	Wednesday, May 15 - Regionals
Site Representative Arrival Date at Site	Thursday, May 16 - Regionals
	Thursday, May 23 - Super Regionals

# Section 5 • Responsibilities

## Section 5.1 Team Championships

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### NOT LATER THAN ONE WEEK BEFORE COMPETITION

- Contact tournament director:
  - Confirm hotel accommodations for team(s) and officials, if needed.
  - Confirm your arrival time and hotel accommodations, if needed.
  - Discuss equipment to be received and equipment to be provided.
  - Confirm date, time and location of administrative and officials meeting.
  - Security/safety plan.
  - Ensure host medical staff are prepared to be at practices and game(s).
  - Discuss locations of:
    - Media/interview areas.
    - Training room area.
    - Videotaping and photography areas.
- Check with host on the following shipments:
  - NCAA signage.
  - Game balls.
  - Merchandise from Event 1.
  - Programs (if applicable).
  - Participant medallions.
- Lead call with host and teams (see [Appendix B](#)).

### NOT LATER THAN TWO DAYS BEFORE COMPETITION

- Confirm time for call with teams and host (date and time).
- Confirm game and practice times.
- Discuss neutrality.
- Review drug-testing policies and procedures if your site is chosen.

### NOT LATER THAN ONE DAY BEFORE COMPETITION

- Check with tournament director to see if he or she is set or has questions.
- Check with visiting teams' administrators to be sure they are set and have no issues with travel. Remind them of the administrative meeting.

### DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament director to discuss the following:
  - Entrances – public, teams, officials, staff.
  - Ticket locations.
  - Credentials/players - pass list.
  - Communication (radios), if necessary.
  - Crowd control.



- Review pregame schedule.
- Check to be sure equipment is ready.
- Expected media.
- Band/spirit squad/mascot procedures, if applicable.
- Personnel are in place.
- Security plan.
- Inclement weather, if applicable.
- Perform a facility walk-through and review:
  - Check field for proper markings.
  - Press box.
  - Team bench area(s).
  - Scorer's table, if applicable.
  - Media/interview area.
  - Locker rooms (teams and officials) and security.
  - Merchandise sales area.
  - Program sales area, if applicable.
  - Overall look and treatment of facility.
  - Signage – all commercial signage must be removed or covered.
  - Scoreboard – advertising covered or removed.
  - Test all electronic equipment.
  - Videotaping/photography areas.
  - Scouting seats, if applicable.
  - Training room.
  - Evaluator location, if applicable.
  - Band/spirit squad location, if applicable.
  - Nonparticipant seating, if applicable.
- Miscellaneous:
  - Make sure athletic trainer is available at all practices.
  - Make sure NCAA logo rule is being observed.
  - Game balls should be used during practice to scuff them up, if applicable.
  - Conduct bat testing for both teams.
  - Merchandise and programs (if applicable) available.
  - Review parking.
  - Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.
  - Determine method for distribution of participant medallions (i.e., on field or in locker rooms).
  - Confirm SID is prepared to report results at conclusion of competition.
  - Review script with communications representative/PA announcer.
- Lead administrative meeting:
  - Review NCAA administrative policies.

## DAY OF COMPETITION

Arrive at site two hours before start of first game. Remain available to monitor and supervise all aspects of the championship as indicated in the site representative and host operations manuals.

- Perform a facility walk-through and review:
  - Signage is properly displayed and advertisements are covered.
  - Press box/scorer's table/coaches booth are set and ready, if applicable.
  - Check visiting locker room(s) for cleanliness and is properly stocked with paper items.
  - Ensure that sales locations for merchandise and programs (if applicable) are prepared.
  - Check for inappropriate noisemakers.
  - Test all electronic equipment.
- Greet officials and visiting team(s) as they arrive.
- Check squad sizes and bench limits.
- Collect starting lineup forms 15 minutes before start of game and provide it to PA, if applicable.

### During All Games

- Listen and watch crowd for inappropriate noisemakers and/or signage. Have security remove them, if necessary.
- Observe coaches' and players' behavior.
- Note any problems in the stands/bleachers and have security handle any conflicts.

## BEFORE THE END OF EACH GAME

- Ask the tournament director to get you an accurate count of game attendance to report back.
- Be sure everyone is prepared for end-of-game security and media needs.

## END OF EACH GAME

- At end of game, make sure officials are safely off of field.
- Observe players and coaches shaking hands and leaving field.
- If a misconduct occurs, please contact the NCAA championship administrator and submit the misconduct form.
- Attend media interviews and be sure cooling-off period occurs.
- Check in with drug testing to see that there are no issues, if applicable.
- Stop by the locker room of the non-advancing team and thank head coach and team for being part of the championship.

## BEFORE LEAVING SITE

- Obtain a final copy of stats sheets and remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of, and remind him/her to complete surveys.
- Call/email NCAA national office with quick report.

## WITHIN 48 HOURS AFTER TOURNAMENT

- Complete all requested evaluations.
- Complete misconduct/red card forms, if applicable.
- Submit Expenses (see [Appendix J](#)).

# Section 6 • Travel, Lodging and Expense Reimbursement

## Section 6•1 Travel

All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage for up to 500 miles to the host site.

## Section 6•2 Lodging

The host institution will be responsible for providing hotel accommodations as needed. It is the responsibility of the site representative to inform the tournament director if a hotel room will be needed. Room and tax will be billed to the host institution. All other incidentals will be the responsibility of the site representative.

## Section 6•3 Expense Reimbursement

All site representatives will receive a \$75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem.

Once competition has been completed, 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. Please see [Appendix J](#) for more information.

## Section 6•4 Team Transportation Contact Numbers

### SHORT’S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	<a href="mailto:ncaachampstvl@shortstravel.com">ncaachampstvl@shortstravel.com</a>

### NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	<a href="mailto:travel@ncaa.org">travel@ncaa.org</a>
Website	<a href="http://ncaa.org/championships/travel/championships-travel-information">ncaa.org/championships/travel/championships-travel-information</a>

## Section 7 • NCAA Administrative Guidelines

All policies listed in this section MUST be reviewed during the administrative meeting.

### Section 7.1 Logo Policy

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An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

### Section 7.2 Misconduct Statement

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Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, which discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

### Section 7.3 Failure to Adhere to Policies

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A governing sports committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification, and other materials necessary for the efficient administration of the competition.

### Section 7.4 Use of Tobacco Products

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[Reference: Bylaw 11.1.5 in the NCAA Divisions I, II and III Manuals, Bylaw 17.1.8 in the NCAA Division I Manual, Bylaw 17.1.9 in the NCAA Division II Manual and Bylaw 17.6.3 in the NCAA Division III Manual.]

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

### Section 7.5 Drug-Testing Statement

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Note: This statement MUST be read at every administrative meeting.

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

## FREQUENTLY ASKED QUESTIONS FOR COACHES

Please review this section for questions that may arise regarding drug testing.

- Q.** Where is the drug-testing facility for this championship?
- A.** Check with the tournament manager, drug-testing site coordinator or the NCAA championship staff member for specific location.
- Q.** How long does drug testing take?
- A.** The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arrival at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.
- Q.** What is an institutional representative?
- A.** For Team Championships (e.g., baseball, field hockey, lacrosse): An institutional representative is an individual from the participating institution (designated by his/her institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the administrative meeting.
- Q.** When is the institution notified of drug testing?
- A.** For Team Championships: An institutional representative from each team will be notified not sooner than two hours before the start of its game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.
- Q.** When are student-athletes notified of their selection for drug testing?
- A.** For Team Championships: Immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who have been selected for drug testing.
- A.** For All Cases: At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.
- Q.** When do student-athletes need to report to drug testing?
- A.** For Team Championships: Within one hour after the student-athlete has been notified.
- A.** For All Cases:
- Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
  - Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
  - Before leaving the championship venue, coaches should check with all student-athletes to make sure they have completed their drug-testing obligations.
- Q.** What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?
- A.** A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.
- If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
  - A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
  - If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.
- Q.** Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?
- A.** No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.

**Q.** What if we play a late-night game (10 p.m. or later start, local time)?

**A.** The NCAA's late-night drug-testing policy only pertains to team championships.

- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later, local time.
- The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before 10 a.m., local time, the next day.
- An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.

**Q.** Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?

**A.** For Team Championships: Yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.

## Section 7•6 Inclement Weather

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If weather conditions could alter the approved schedule, the site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

### LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA has made arrangements through DTN to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff.

The site representative should request that the tournament director include his or her email and/or phone via text to the WeatherSentry system so he or she can receive the weather updates.

For detailed lightning and weather guidelines, refer to [Appendix I](#).

# Appendixes

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## Appendix A • FAQ

- Q.** Officials have asked me how they will receive their payment and when they should expect it since the host no longer pays them?
- A.** All officials are paid directly by the NCAA through RefQuest+. There is not a set timetable for payment, thus all inquiries should be directed to the championship administrator.
- Q.** A fight broke out in the stands between the fans of the home and visiting teams. What responsibility do I have to take care of this?
- A.** You should first notify the tournament director that he or she needs to obtain security in the section where the fight has broken out. After the fight, please gather as much information as possible from the tournament director and security, including what happened, whether anyone was removed from the competition site, and resolution. All of these facts should be written down and sent to the championship administrator via email. If the situation is severe, please immediately call the championship administrator to inform him or her of what has occurred.
- Q.** A team has arrived late for its practice due to its bus breaking down. What should I do?
- A.** Work with the host to try to get the team its full allotment of practice time, if at all possible.
- Q.** I received an alert on my phone that lightning is within 30 miles and we are going to begin the game in 10 minutes. What steps should I be taking?
- A.** Immediately find the tournament director and begin to discuss the distance of the lightning. Remember to consult the lightning guidelines. Altering a game time should involve the games committee (consult the host operations manual on who serves on this committee). Once it is determined that the game should be delayed, you should notify the NCAA championship administrator of the situation. You should be prepared to give the championship administrator the games committee's recommendations as to further delays or moving the contest.



## Appendix B • Teleconference Agenda with Teams and Host



### Preliminary Round Conference Call Agenda

This is a checklist for the conference call between coaches and administrators of teams participating at the regional and super regional sites. The NCAA site representative will conduct this call along with the appropriate host institution representatives.

- \_\_\_\_\_ 1. **Welcome, congratulations and introductions!**
  - Get contact information, cell phone numbers from each team's head coach and administrator and provide cell phone number of NCAA site representative and tournament manager to each competing team.
- \_\_\_\_\_ 2. **Date and time of games.**
- \_\_\_\_\_ 3. **Travel plans (mode of transportation, arrival date and time).**
  - **NCAA Divisions III teams located within 500 miles of their competition site are required to use ground transportation. Teams located outside 500 miles may use air transportation.**
  - **Championships Air Travel Portal.** Short's continues to offer the championship portal, a website for teams to submit their travel parties and manifests, as well as preferred departure cities and times, to Short's well before selections take place. It is our experience that by using these tools, teams can eliminate many of the initial phone calls and emails, as well as extensive wait times they have experienced in the past. Institutions have been assigned a username and password for the system that was resent October 20, 2021, to their director of athletics. Before selections, and as early as mid-October, team administrators should go online to [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps) and submit a tentative travel party list.
  - **Championships Ground Travel.** STM Driven offers the championships travel portal through which all onsite ground transportation needs may be arranged for team sports that fly to the championships. Institutions will use the same login information used to access the Short's Travel portal. Institutions may log into the portal at any time to provide contact information and request ground transportation assistance. You can find the portal at [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps).
  - **Team Expense Reimbursement.** Expense reimbursement for participation in championships will be filed through our online system. The Travel Expense System (TES) can be found online at [travel.ncaa.org](http://travel.ncaa.org). All competing institutions must request reimbursement through the TES system to receive reimbursement. You will log into TES using your NCAA My Apps login information.

- Local transportation is not reimbursable by the NCAA. Participating institutions are responsible for arranging their own local transportation and may do so using the NCAA provider, Go Ground Options, or a provider of their choice.
- See "Travel Policies" at <http://www.ncaa.org/championships/travel/championships-travel-information> for further details on ground transportation reimbursement and the pilot program. All questions should be directed to the NCAA travel department (317-917-6757).

- \_\_\_\_\_ 4. Host: Make sure all teams are set with lodging, directions and meeting times.
- \_\_\_\_\_ 5. Coaches meeting (date, time and location).
- \_\_\_\_\_ 6. Bat testing (date, time and location).
- \_\_\_\_\_ 7. Practice plans: one hour will be allowed on game field the day before competition, 10 minutes in-field practice will be allowed on game field the day of competition. This includes the home team practice the day before. The NCAA site rep, in conjunction with the host institution, will finalize practice times. Practices will be closed and supervised by the site rep or host institution personnel.
- \_\_\_\_\_ 7. Squad size is 25 eligible players in uniform, 30 travel party, and maximum bench area 35 if a team has 2 medical personnel, 33 if they do not have 2 medical personnel.
- \_\_\_\_\_ 8. Official roster form (p. 27) should be submitted to the NCAA site representative at least 30 minutes prior to each game.
- \_\_\_\_\_ 9. Uniforms. Teams should bring both Home and Away uniforms to the tournament. Home team will wear white or light jersey. Highest seeded teams in the first round will be the home team. Please refer to the Pre-Championship Manual for determination of home team in subsequent games.
- \_\_\_\_\_ 10. Laundry. Will the host be providing laundry service?
- \_\_\_\_\_ 11. Pregame protocol (Page 28 of this manual)
- \_\_\_\_\_ 12. Warm-up music will be provided by host.
- \_\_\_\_\_ 13. Medical arrangements and athletic training.
- \_\_\_\_\_ 14. Umpires announced on administration call or at coaches meeting.
- \_\_\_\_\_ 15. Baseballs. (Game balls will be provided, teams must provide their own practice balls)
- \_\_\_\_\_ 16. Questions and answers.
- \_\_\_\_\_ 17. Good luck and safe travels!

## Appendix C • Administrative Meeting Agenda and Notes



**In attendance:** Director of athletics or designated representative and head coach from each team (required); sports information director and athletic trainers of competing institutions (optional); umpire-in-chief; NCAA Division III Baseball Committee representative and pertinent host institution staff. Conducted by NCAA Representative.

- \_\_\_\_\_ 1. Welcome and congratulations.
- \_\_\_\_\_ 2. Introductions. Review duties of games committee. (Games committee shall consist of the NCAA site rep, tournament manager and other host/facility personnel, and umpire crew chief)
- \_\_\_\_\_ 3. Review squad-size {25 eligible players, travel party (30), and dugout (35) policies. Maximum of 35 in the dugout with 2 medical personnel (33 without medical personnel).
- \_\_\_\_\_ 4. Team expense forms. Teams should submit expenses through NCAA website. Teams are responsible for their own hotel charges and other expenses while at the tournament.
- \_\_\_\_\_ 5. Determination of home team.

**DETERMINATION OF HOME TEAMS AT REGIONALS AND NATIONAL CHAMPIONSHIP** For first-round games during regional competition when teams are seeded, the highest-seeded team shall be designated as the home team. If there are no seeds, the home team shall be determined by a coin flip. In subsequent games, the home team shall be determined according to a formula applied by the games committee. For the regional or national championship games, if one of the championship teams is undefeated, it will be designated as the home team for the first game. The "if necessary" game will be determined by a coin toss. The NCAA site representative will determine which team is heads and which team is tails. If both teams have one loss, the home team will be determined by coin toss. In determining which of two teams in any non-championship game will be the home team, the games committee or the committee representative shall designate the home team using the following guidelines:

- The institution that has been the home team the fewer number of times in that particular tournament.
- If the two teams are equal in this respect but unequal in the number of times they were the visitor, then the team that has been the visitor more often will be designated the home team.
- If the two teams are equal in the number of times that they have been home and visitor, the games committee or the committee representative shall observe the following procedures in the order stated:
  - a. If the two teams have met previously in that particular tournament, the visitor in the previous game shall be the home team in the game in question
  - b. Exception: In a two-team tournament where both teams have been the home team twice, the fifth game will be determined by coin toss. The NCAA site representative will determine which team is heads and which team is tails

- c. The team that was visitor in its preceding game shall be the home team, unless both teams were visitors in their preceding games; or
- d. If the above procedures do not resolve the matter, the home team shall be determined by coin toss. The NCAA site representative will determine which team is heads and which team is tails.

**DUGOUT DESIGNATION** During the pre-championship meeting for the four-team regionals, the host institution must designate whether the first or third base dugout will be designated the home team dugout during the tournament. For the "if necessary" game, teams will reverse home and away designation, but remain in the same dugout and uniforms.

**DETERMINATION OF HOME TEAMS AT SUPER REGIONALS AND CHAMPIONSHIP SERIES (BEST-OF-THREE SERIES)** A coin toss will determine the home team in game one. The loser of the coin toss will be home in game number two. Another coin toss will determine the home team in game three (if necessary). The NCAA site representative will determine which team is heads and which team is tails for all coin tosses.

- \_\_\_\_\_ 6. Review uniform colors and bench assignments – the designated home team shall wear white or light colored uniforms and be seated in the third base dugout.
- \_\_\_\_\_ 7. Review pregame protocol, including game schedules and pre-game itinerary.
- \_\_\_\_\_ 8. Warm-up music. The host institution must provide appropriate music of a general nature to be played throughout the entire pre-game period.
- \_\_\_\_\_ 9. Name pronunciations. A team representative must review correct name pronunciations with the public-address announcer no later than 30 minutes prior to game time.
- \_\_\_\_\_ 10. Announce umpire assignments.
- \_\_\_\_\_ 11. Facility ground rules.
- \_\_\_\_\_ 12. Review medical arrangements. (Training room location, modalities, and hours)
- \_\_\_\_\_ 13. Review drug-testing procedures and read statement from Center for Drug-Free Sport (Page No. 10 of this manual). Announce that drug testing could occur, but do not announce whether it will or will not take place.
- \_\_\_\_\_ 14. Review policy on filming and videotaping.  
The videotaping or filming of an opponent's game is NOT permitted. Each institution is permitted to use one camera and may videotape ONLY those games which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the tournament manager at the host site to arrange for camera space at that site. The host institution shall provide a comparable location for both competing teams.
- \_\_\_\_\_ 15. Review misconduct policies –NCAA Bylaw 31.02.3 (page 11 of this manual).
- \_\_\_\_\_ 16. Review policy on tobacco products (page 11 of this manual).

\_\_\_\_\_ 17. Review inclement weather policy.

If a game is suspended or postponed, it will be the decision of the games committee and the umpire to determine if the game can be continued that day. If conditions dictate that the game cannot be completed, the NCAA representative and tournament manager shall contact NCAA staff immediately. Only after contacting NCAA staff may a game be suspended until the next day or moved to an alternate site. If games cannot be completed due to inclement weather or other factors, the officials, games committee and coaches shall refer the NCAA Division III Baseball Pre-Championships Manual for the method of determining regional champion.

\_\_\_\_\_ 18. Review policy on post-game interviews after 10-minute cooling-off period.

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 managers will be available to assist the media.

\_\_\_\_\_ 19. Roster form (p.27) due 30 minutes prior to each game.

\_\_\_\_\_ 20. Review parking procedures.

\_\_\_\_\_ 22. Obtain coach's and athletics administrator's contact information. Advise teams on hotel checkout procedures.

\_\_\_\_\_ 23. Review practice times for advancing teams.

\_\_\_\_\_ 23. Review procedure for awards ceremonies.

- a. Advancing team will receive mini-trophies (30) at the final site this year.
- b. Participant medallions will be provided for squad size (25) for teams not advancing.
- c. Purchasing awards (participant medallions and individual awards; information on NCAA.org).
- d. All-tournament team. There are no awards for the All-tournament team.

\_\_\_\_\_ 24. Questions.

## Appendix D • Duties of the NCAA Site Representative at the Regional Sites



### Duties of the NCAA Site Representative at Preliminary Rounds

1. Contact tournament manager to confirm the following information:
  - a. Umpires are confirmed and hotel accommodations are provided, if needed;
  - b. Time of games committee, umpires, and coaches meetings and your time of arrival;
  - c. Your hotel accommodations, if needed; and
  - d. Review tournament manager's checklist.
2. Conduct a conference call with the host site tournament manager, participating coaches and athletic administrators to review travel plans, lodging, practice and game times (conference call-in number and pass code below). Refer to the checklist for the conference call (Appendix B). Ensure that the tournament manager has appointed a team host to greet the visiting teams, answer questions and provide a facility map.

Hosts are encouraged to provide a video link for the call; however, teleconference numbers are available upon request if needed.

### Day Before Competition Practice.

1. Attend and supervise the practice sessions, and work with the host institution to ensure that the sessions are closed to any outside observers. Teams that do not use practice times should inform the NCAA representative and/or tournament manager. Refer to the practice section of the NCAA Division III Baseball Host Operations Manual.
2. Conduct the coaches and umpire's meetings. Cover all items on the meeting checklist.

### Day of Competition.

1. Meet with the games committee and umpires to inspect the competition site.
2. Meet with tournament manager and PA announcer to discuss pregame protocol and introduction procedures (Page 28).

### Competition.

The NCAA representative should be on the game field one and one-half hours prior to the start of the game. Supervise the conduct of the championship and ensure neutrality with regard to press box and game management personnel. Monitor coaches and player interaction with officials.

### Post competition.

1. E-mail or text scores to Aaron King (cell phone 317-749-8375; email [aking@ncaa.org](mailto:aking@ncaa.org)) immediately after the game. Also report any incidents at this time.

2. Remind the regional champion teams that a conference call for the coach and athletics department representative will be scheduled by the host for Monday, May 22. The super regional host should provide a link and time for the call. Remind the super regional champion teams that a conference call for the coach and athletics department representative is scheduled for 11 a.m. Eastern time, Tuesday, May 30. Conference call-in number or link to be provided by the NCAA national office.
3. A link for reimbursement will be sent to you following the championship. Umpires will be paid by NCAA partner RQ+ and need NOT complete an expense form onsite. However, you should remind officials to make sure that they have set-up their RQ+ accounts to insure they are paid. Also remind umpires to be on watch for the evaluation forms that will be sent to them via e-mail following the regional, and encourage them to complete in a timely manner. Make sure the host institution knows to complete the financial report form within 60 days and submit it online to the national office.

[Note: If problems are encountered during competition (e.g., weather, etc.), the NCAA site representative, along with the tournament manager, should immediately contact Aaron King at 317-749-8375 (cell) or 317-917-6771 (office).]

## Appendix E • Umpires Call Agenda and Responsibilities

UMPIRES MEETING CHECKLIST

NCAA site representative will chair this portion of the meeting, reviewing the following:

- \_\_\_\_\_ a. Welcome umpires.
- \_\_\_\_\_ b. Distribute umpire information provided by the host institution.
- \_\_\_\_\_ c. Introduce games committee.
- \_\_\_\_\_ d. Review responsibilities of umpires.
- \_\_\_\_\_ e. Give illegal equipment to NCAA representative.
- \_\_\_\_\_ f. Remind crew chief that they will need to fill out evaluations for their crew after competition has been completed (Appendix F).

2. The crew chief/umpire-in-chief (UIC) will chair this portion of the meeting, reviewing the following:

- \_\_\_\_\_ a. Schedule of events. [Note: Umpires must be at the competition site 30 minutes prior to starting time.]
- \_\_\_\_\_ b. Umpires' uniforms.
- \_\_\_\_\_ c. Ground rules and NCAA rules.
- \_\_\_\_\_ d. Procedures for assigning of umpires. The crew chief/UIC in consultation with the national coordinator of officials will assign umpires for the tournament.
- \_\_\_\_\_ e. Home teams determined by the games committee.
- \_\_\_\_\_ f. Team lineups become official when given to the umpire before the game.
- \_\_\_\_\_ g. No fraternizing with coaches or student-athletes.

3. The tournament director will perform the following duties:

- \_\_\_\_\_ a. Review reimbursement procedures (each umpire must register with RQ+ to be paid their game fees, per diem, and travel reimbursements).
- \_\_\_\_\_ b. Distribute credentials.
- \_\_\_\_\_ c. Review parking arrangements and provide parking passes, if necessary.
- \_\_\_\_\_ d. Review hotel check-out procedures for final day of tournament.
- \_\_\_\_\_ e. Identify umpire hospitality area and arrangements.





**RESPONSIBILITIES OF UMPIRES**

**CREW CHIEF/UMPIRE-IN-CHIEF (UIC):**

1. Attend the pre-tournament games committee meeting and the coaches and administrators meeting.
2. Coordinate the umpire rotation for the tournament.
3. Review the ground rules with all umpires and during the coaches and administrators meeting.
4. Serve on the games committees (unless involved in protest).
5. Complete umpire evaluations for the crew.

**HOME-PLATE UMPIRES:**

1. Check the field for measurements, obstructions and general play conditions.
2. Review ground rules with coaches prior to every game.
3. Get official line-ups and report any changes to official scorer and to opposing team.

**ALL UMPIRES:**

1. Dress in appropriate uniform, as identified by current NCAA Baseball Rules and Interpretations book. No patches other than the official NCAA patch and an American flag are permitted.
2. Be available on the field a minimum of 30 minutes prior to the scheduled game time.
3. Check all bats and other equipment used by the teams.
4. Complete site evaluation survey that the NCAA will send out following the regional.

## Appendix F • Umpire Evaluation Report



## UMPIRE EVALUATION REPORT

(To be filled out for each umpire by the respective crew chief)

Complete and return forms to NCAA Site Representative OR  
the NCAA national office by email ([jjkawamoto@ncaa.org](mailto:jjkawamoto@ncaa.org))

Umpire: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Site: \_\_\_\_\_ Date: \_\_\_\_\_

Home Team \_\_\_\_\_ Visiting Team \_\_\_\_\_

Scoring Description: 1 - Unacceptable, 2 - Below Standard, 3 - Meets Standard, 4 - Above Standard 5 - Outstanding. ■ Any rating of 2 or lower must be accompanied by specific comments

<b>1) PLATEWORK</b>					
a) Stability of head & body position	1	2	3	4	5
b) Timing	1	2	3	4	5
c) Proper positioning for plays	1	2	3	4	5
d) Style & mechanics of calls	1	2	3	4	5
e) Judgment, interpretation, consistency of strike zone	1	2	3	4	5
f) Crew mechanics & communication	1	2	3	4	5
<b>2) BASEWORK</b>					
a) Proper positioning of calls	1	2	3	4	5
b) Style & mechanics of calls	1	2	3	4	5
c) Timing & judgment calls	1	2	3	4	5
d) Crew mechanics and communication	1	2	3	4	5
e) Reaction to development of plays	1	2	3	4	5
<b>3) GAME &amp; SITUATION MANAGEMENT</b>					
a) NCAA policies, procedures, and points of emphasis	1	2	3	4	5
b) NCAA playing rules	1	2	3	4	5
c) Situation management / Ejections / Warnings	1	2	3	4	5
<b>4) EFFORT &amp; PROFESSIONALISM</b>					
a) Focus / Hustle	1	2	3	4	5
b) Appearance / Demeanor	1	2	3	4	5
c) Mobility	1	2	3	4	5
d) Fraternization	1	2	3	4	5
<b>5) Evaluator Overall Rating</b>					
	1	2	3	4	5

**Additional Crew Chief Comments:**

[illegible]

## Appendix G • Team Roster



Institution \_\_\_\_\_

**Team Roster**

SUBMIT FORM TO  
NCAA SITE  
REPRESENTATIVE  
30 MINUTES  
BEFORE  
**EACH GAME**

Name \_\_\_\_\_ Title \_\_\_\_\_

**Team Members and Uniform Number**

1. _____	20. _____
2. _____	21. _____
3. _____	22. _____
4. _____	23. _____
5. _____	24. _____
6. _____	25. _____
7. _____	<b><u>Coaches, Managers, Non-eligible SA's</u></b>
8. _____	1. _____
9. _____	2. _____
10. _____	3. _____
11. _____	4. _____
12. _____	5. _____
13. _____	6. _____
14. _____	7. _____
15. _____	8. _____
16. _____	<b><u>Medical Personnel</u></b>
17. _____	1. _____
18. _____	2. _____
19. _____	

Travel party is 30. Each team will be permitted a maximum roster of 33 (35 with inclusion of two medical personnel) persons in the dugout, including 25 eligible players in uniform, coaching staff in uniform and other personnel performing game functions, including two medical personnel (doctor, trainer, etc.). If two medical personnel are not used, no medical personnel may not be substituted. All student-athletes within the (33) may be in uniform, but only the 25 listed on the roster are eligible to compete in that game. Non-uniformed personnel may not participate in pregame warmups or game-type functions.

Teams will submit a roster prior to each game of competition (i.e., regionals, super regionals and the finals). Only 25 eligible players may be included on the roster. Once the game begins, no changes may be made to a team roster for any reason. Coaches may change the designated 25 individuals for each game in each round; however, the number of eligible players per game shall not exceed 25.

An institution that is advised it is in violation of this regulation and does not conform to it promptly automatically shall forfeit the competition. This is not an "appeal play," further, there shall be no inordinate delay of the contest to allow the institution to conform to the rule. There will be no exceptions regarding this policy.

## Appendix H • Pregame Protocol

### 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 (if necessary)	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 team's 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.

## Appendix I • Lightning and Weather Guidelines

**LIGHTNING SAFETY**

July 1997 • Revised July 2013, June 2014

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Oceanic and Atmospheric Administration (NOAA) estimates that 40 fatalities and about 10 times that many injuries occur from lightning strikes every year. NOAA estimates that as many as 62 percent of lightning strikes fatalities occur during outdoor organized sport activities. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. The references associated with this guideline are an excellent educational resource. Prevention should begin long before any intercollegiate athletics event or practice occurs by being proactive and having a lightning safety plan in place. The following steps are recommended to mitigate the lightning hazard:

1. Develop a lightning safety plan for each outdoor venue. At a minimum, that plan should include the following:
  - a. The use of lightning safety slogans to simplify and summarize essential information and knowledge. For example, the following slogan from the National Lightning Safety Institute is an effective guide: "If you see it, flee it; if you can hear it, clear it." This slogan reflects the fact that upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. No punishment or retribution should be applied to someone who chooses to evacuate if perceiving that his or her life is in danger due to severe weather.
  - b. Designation of a person to monitor threatening weather and to notify the chain of command who can make the decision to remove a team, game personnel, television crews, and spectators from an athletics site or event. That person must have recognized and unchallengeable authority to suspend activity.
  - c. Planned instructions/announcements for participants and spectators, designation of warning and all clear signals, proper signage, and designation of safer places from the lightning hazard.
  - d. Daily monitoring of local weather reports before any practice or event, and a reliable and accurate source of information about severe weather that may form during scheduled intercollegiate athletics events or practices. Of special note should be National Weather Service-issued

**DANGEROUS LOCATIONS**

Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. Typically, anything referred to as a "shelter" is not safe from lightning. Dugouts, refreshment stands, open press boxes, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are unsafe and may actually increase the risk of lightning injury. Other dangerous locations include high ground, bodies of water (pools, ponds, lakes) and areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people.

thunderstorm "watches" or "warnings," and the warning signs of developing thunderstorms in the area, such as high winds or darkening skies. A "watch" means conditions are favorable for severe weather to develop in an area; a "warning" means that severe weather has been reported in an area and for everyone to take the proper precautions. It should be noted that neither watches nor warnings are issued for lightning. An NOAA weather radio is particularly helpful in providing this information.

- a. Identification of, and a mechanism for ensuring access to, the closest safer buildings, vehicles, and locations to the field or playing area, and an estimate of how long it takes to evacuate to that location for all personnel at the event. A safer building or location is defined as:
  - Any fully enclosed building normally occupied or frequently used by people, with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using the shower, plumbing facilities, and electrical appliances, and stay away from open windows and doorways during a thunderstorm.
  - In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible nor a golf cart) with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protect occupants by dispersing lightning current around the vehicle and not through the occupants. It is important not to touch the metal frame-

work of the vehicle. Some athletics events rent school buses as safer locations to place around open courses or fields.

2. For large-scale events, continuous monitoring of the weather should occur from the time pre-event activities begin throughout the event.
3. Venue-specific activity-suspension, venue evacuation, and activity-resumption plans:
  - a. Upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. Please note that thunder may be hard to hear if there is an athletics event going on, particularly in areas with large crowds. Lightning can strike from blue sky and in the absence of rain. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike 10 (or more) miles away from the rain shaft. Be aware of local weather patterns and review local weather forecasts prior to an outdoor practice or event.
  - b. Ensure a safe and orderly evacuation from the venue with announcements, signage, safety information in programs, and entrances that can also serve as mass exits. Planning should account for the time it takes to move a team and crowd to their designated safer locations. Individuals should not be allowed to enter the outdoor venue and should be directed to the safer location.
  - c. Avoid using landline telephones except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safer alternatives to a landline phone, particularly if the person and the antenna are located within a safer structure or location, and if all other precautions are followed.
  - d. To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning. A useful slogan is "Half an hour since thunder roars, now it's safe to go outdoors." At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and

seeing the lightning channel itself to decide on re-setting the 30-minute "return-to-play" clock before resuming outdoor athletics activities.

4. Emergency care protocols: People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes. Automatic external defibrillators (AEDs) are a safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

**Note:** Weather watchers, real-time weather forecasts and commercial weather-warning and lightning monitoring devices or services are all tools that can be used to aid in the monitoring, notification, and decision-making regarding stoppage of play, evacuation and return to play.

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## Appendix J • Travel Expense System – Traveler User Guide

**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**

Search

Travel Status	Meeting Dates	Meeting Location	Meeting Name	Travel Type	Expense Report Status	Secondary Expense Report
Complete	1/20/2015-1/21/2015	San Diego, CA	State Trial	Per Diem	<a href="#">Create</a>	
Complete	1/13/2015-1/14/2015	Washington, DC	Bill Brinkley Baseball School Round	Per Diem	<a href="#">Create</a>	
Previous	1/15/2015-1/16/2015	Washington, DC	Los Angeles Convention Center	Admission	Approved/Partial/Per Diem	
Complete	1/13/2015-1/14/2015	Washington, DC	NCAA Convention	Per Diem	Approved	
In Progress	1/14/2015-1/15/2015	Washington, DC	Off-site Observation	Per Diem	Approved	

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.



**Approvals > Approving Expense Report**

Expense Report

Trip dates: 02/11/2015 - 02/11/2015  
 Report type: Allowed  
 Location: San Diego, CA  
 Travel dates: 02/10/2015 - 02/11/2015

Expense	Unit Amount	Receipt Notes
Per Diem	100.00	

Select to Add Expense

7. 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 person  
 Meeting dates: 03/01/2016 - 02/02/2016  
 Meeting name: San Diego  
 Location: San Diego, CA  
 Travel dates: 02/01/2016 - 02/02/2016

Expense	Unit Amount	Receipt Notes
Per Diem	100.00	

Select to Add Expense

- Meal
- Lodging
- Mileage @ 0.68
- Ground Transportation
- Airfare
- Other
- Baggage
- Select by ID

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 > Editing Expense Report

Expense Report

Meeting Name: 2019 DIII Baseball Meeting  
 Location: San Diego, CA  
 Event Dates: 08/09/2019 to 08/09/2019

Expense	Unit	Amount	Receipt	Notes
Hotel Room 4 nights / 1/2	400	200		
Meals (8 at \$2)	16	32	No file selected.	
Travel (gas)	100	10	Browse	Receipt is not required for this category.

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

Add Address

Please add your mailing address. This is the address we will send all DIII 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.

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**.

Using Address	Current Address	Unapproved Update
Address 1	123 Main St	
City	Anytown	
State	IN	
Postal code	40001	
Country	USA	

- 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**.

Bank name	IN
Account type	40004
Routing number	0000
<a href="#">Modify Address</a>	
Please verify your mailing address. If you click the address we will send all 1099 forms to it if applicable.	
<b>Payment Information</b>	
Current Bank: Unapproved Update	
<a href="#">Add Bank</a>	
Please enter your bank information to receive funds on credit 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**.

<b>Payment Information</b>	
Current Bank: Unapproved Update	
Bank name	IND
Account type	40004
Routing number	00000000
Account number	00000000
<a href="#">Modify Bank</a>	

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.

The screenshot shows a web form for creating an expense report. A red arrow points to the 'Department' dropdown menu, which is currently set to 'Department'. Below the dropdown, there is a search bar labeled 'Select Organization' with a list of organizations including 'AMERICAN BASEBALL COACHES ASSOCIATION', 'AMERICAN INDIAN UNIVERSITY', 'MICHIGAN STATE UNIVERSITY', 'ALFRED UNIVERSITY', and 'ALFRED STATE COLLEGE'. The form also includes a 'Staff Notes' section with a text area and a 'Save' button. At the bottom, there are buttons for 'Create Expense Report', 'Cancel', and 'Save'.

**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.

The screenshot shows the 'Trips' page in the system. It features a table with columns for 'Travel group', 'Meeting dates', 'Meeting location', 'Meeting name', 'Travel type', 'Primary Expense Report', and 'Secondary Expense Report'. A red arrow points to the 'Secondary Expense Report' column. Below the table, there is a 'Status Legend' section with the following information:

- In Progress:** Expense report is in progress.
- Submitted - Using Hardware:** Expense report has been submitted and is being reviewed by the travel team.
- Approved:** Expense report has been approved and will be submitted to the travel team.
- 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.