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<thead>
<tr>
<th>No.</th>
<th>SECTION</th>
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<tbody>
<tr>
<td></td>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>NCAA Baseball Committee Directory</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NCAA Staff Directory</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>Awards and Mementos</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Bands/Cheerleaders/Spirit Squads and Mascots</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Banquets</td>
<td>6</td>
</tr>
<tr>
<td>4</td>
<td>Broadcasting/Internet</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>Commercialism/Contributors</td>
<td>7</td>
</tr>
<tr>
<td>6</td>
<td>Critical Incident Response/Emergency Plan</td>
<td>8</td>
</tr>
<tr>
<td>7</td>
<td>Drug Testing</td>
<td>9</td>
</tr>
<tr>
<td>8</td>
<td>Facility, Equipment and Space Requirements</td>
<td>12</td>
</tr>
<tr>
<td>9</td>
<td>Financial Administration</td>
<td>17</td>
</tr>
<tr>
<td>10</td>
<td>Game Management</td>
<td>20</td>
</tr>
<tr>
<td>11</td>
<td>Lodging</td>
<td>25</td>
</tr>
<tr>
<td>12</td>
<td>Meetings/Schedule of Events</td>
<td>26</td>
</tr>
<tr>
<td>13</td>
<td>Media/ Credentials</td>
<td>27</td>
</tr>
<tr>
<td>14</td>
<td>Medical Procedures</td>
<td>33</td>
</tr>
<tr>
<td>15</td>
<td>Merchandising/Licensing</td>
<td>33</td>
</tr>
<tr>
<td>16</td>
<td>Umpires</td>
<td>34</td>
</tr>
<tr>
<td>17</td>
<td>Participating Teams</td>
<td>36</td>
</tr>
<tr>
<td>18</td>
<td>Promotions and Marketing</td>
<td>37</td>
</tr>
<tr>
<td>19</td>
<td>Practices</td>
<td>41</td>
</tr>
<tr>
<td>20</td>
<td>Programs</td>
<td>42</td>
</tr>
<tr>
<td>21</td>
<td>Security</td>
<td>42</td>
</tr>
<tr>
<td>22</td>
<td>Tickets/Seating</td>
<td>44</td>
</tr>
<tr>
<td>23</td>
<td>Transportation</td>
<td>46</td>
</tr>
<tr>
<td>24</td>
<td>Volunteers</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>Appendixes</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Drug Testing Statement (For Pre-Championship Meeting)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>NCAA Representative/Committee TES Expense Instructions</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Administrative Meeting Agenda</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>All-Tournament Team Ballots</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Conditions on Use of Credentials</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Roster Form</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Crowd-Control Statement</td>
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</tr>
<tr>
<td>H</td>
<td>Ticket Back Language</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Volunteer Waivers</td>
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</tr>
<tr>
<td>J</td>
<td>Checklist for Tournament Director</td>
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INTRODUCTION

On behalf of the Division III Baseball Committee, thank you for being an important part of the 2017 NCAA Division III Baseball Championship.

Administration of the championship is under the direction of the baseball committee. The hosts play an integral part in the successful administration of the championship.

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the championship. 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 host institution/conference shall appoint staff members to assume the positions of tournament director and media coordinator.

**Tournament Director.** This individual shall be the director of athletics/commissioner of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director.

**Tournament Manager.** The tournament director shall appoint 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
### 2016-17 NCAA DIVISION III BASEBALL COMMITTEE

### Central Region
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Institution</th>
<th>Address</th>
<th>Phone</th>
<th>Cell</th>
<th>Fax</th>
<th>Email</th>
<th>Term expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Kurich</td>
<td>Head Baseball Coach</td>
<td>Webster College</td>
<td>470 East Lockwood Avenue</td>
<td>314-246-7509</td>
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<td>314-963-6092</td>
<td><a href="mailto:billkurich40@webster.edu">billkurich40@webster.edu</a></td>
<td>September 2020</td>
</tr>
</tbody>
</table>

### Mid-Atlantic Region
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<th>Address</th>
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<th>Cell</th>
<th>Fax</th>
<th>Email</th>
<th>Term expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Murphy</td>
<td>Assoc. Director of Athletics, Head Baseball Coach</td>
<td>Gwynedd Mercy University</td>
<td>1325 Sumneytown Pike</td>
<td>215-641-5533</td>
<td>215-290-5359</td>
<td>215-542-4683</td>
<td><a href="mailto:murphy.p@gmercyu.edu">murphy.p@gmercyu.edu</a></td>
<td>September 2019</td>
</tr>
</tbody>
</table>

### Midwest Region
<table>
<thead>
<tr>
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<th>Position</th>
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<th>Term expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Rushing</td>
<td>Head Baseball Coach</td>
<td>Carleton College</td>
<td>1 North College Street</td>
<td>507-222-4051</td>
<td>507-301-8861</td>
<td>507-222-5550</td>
<td><a href="mailto:arushing@carleton.edu">arushing@carleton.edu</a></td>
<td>September 2019</td>
</tr>
</tbody>
</table>

### New England Region
<table>
<thead>
<tr>
<th>Name</th>
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<th>Term expires</th>
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</thead>
<tbody>
<tr>
<td>Jason Doviak</td>
<td>Senior Associate Director of Athletics &amp; Recreation</td>
<td>Salem State University</td>
<td>352 Lafayette Street</td>
<td>978-542-6569</td>
<td>518-369-8599</td>
<td>978-542-2926</td>
<td><a href="mailto:jldoviak@salemstate.edu">jldoviak@salemstate.edu</a></td>
<td>September 2018</td>
</tr>
</tbody>
</table>

### New York Region
<table>
<thead>
<tr>
<th>Name</th>
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<th>Institution</th>
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<th>Cell</th>
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</thead>
<tbody>
<tr>
<td>Michael Lindberg</td>
<td>Director of Athletics</td>
<td>Wells College</td>
<td>170 Main Street</td>
<td>315-364-3409</td>
<td>607-227-6173</td>
<td>315-364-3433</td>
<td><a href="mailto:mlindberg@wells.edu">mlindberg@wells.edu</a></td>
<td>September 2018</td>
</tr>
</tbody>
</table>

### South Region
<table>
<thead>
<tr>
<th>Name</th>
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<th>Address</th>
<th>Phone</th>
<th>Cell</th>
<th>Fax</th>
<th>Email</th>
<th>Term expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Peeples</td>
<td>Director of Intercollegiate Athletics</td>
<td>Piedmont College</td>
<td>P.O. Box 10</td>
<td>706-778-3000</td>
<td>706-4993638</td>
<td>706-776-0145</td>
<td><a href="mailto:jpeeples@piedmont.edu">jpeeples@piedmont.edu</a></td>
<td>September 2017</td>
</tr>
</tbody>
</table>

### West Region
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Institution</th>
<th>Address</th>
<th>Phone</th>
<th>Cell</th>
<th>Fax</th>
<th>Email</th>
<th>Term expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel S. Ramsay</td>
<td>Head Baseball Coach</td>
<td>Whitworth University</td>
<td>300 W Hawthorne Road</td>
<td>509-777-4394</td>
<td>509-993-1579</td>
<td>509-777-3790</td>
<td><a href="mailto:dramsay@whitworth.edu">dramsay@whitworth.edu</a></td>
<td>September 2020</td>
</tr>
</tbody>
</table>

# Contact Information

## NCAA STAFF

<table>
<thead>
<tr>
<th>J.P. Williams</th>
<th>Nick Strah</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director</td>
<td>Assistant Coordinator</td>
</tr>
<tr>
<td>P.O. Box 6222</td>
<td>P.O. Box 6222</td>
</tr>
<tr>
<td>Indianapolis, Indiana 46206-6222</td>
<td>Indianapolis, Indiana 46206-6222</td>
</tr>
<tr>
<td>Ph: 317-917-6761</td>
<td>Phone: 317-917-6674</td>
</tr>
<tr>
<td>Cell: 317-966-6354</td>
<td>Email: <a href="mailto:nstrah@ncaa.org">nstrah@ncaa.org</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:jpwilliams@ncaa.org">jpwilliams@ncaa.org</a></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 1 – Awards and Mementos

Awards.

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. 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 retaped, 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.

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 rounds and at regional competition.

Finals. MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks prior to the championship. The tournament manager will receive one championship team trophy and 27 (travel party) championship team mini trophies, and 27 championship watches. Also, 189 individual regional champion mini trophies will be sent to the final site (27 for each of the seven runner up teams). When the awards arrive the tournament manager 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 retaped, closed and secured in a limited-access area.

The NCAA will provide participation awards for the official travel party. Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and are provided by the NCAA selected student-athlete participation awards licensee. The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship(s). Each head coach will receive an e-mail from Maingate following the championship prompting them to order the participation awards. They will be delivered directly to the competition teams’ institutions following the championship.

SECTION 2 – Band-Spirit Squads and Mascots

Admission.

Bands, cheerleaders and sponsor, and mascot will be admitted by the gate list. If a band exceeds 30 individuals, those in excess of 30 may not be seated with the band (even without their instruments).

Artificial Noisemakers.

No air horns or artificial noisemakers are allowed, and electronic effects and bands may not
play when the game is in progress

**Maximum Number.**
A maximum of 30 band members plus the director, 12 uniformed spirit squad members plus the sponsor, and one costumed mascot will be admitted free of charge. **Live animal mascots are not permitted.** The institution may purchase additional tickets for band members; however, no more than 30 will be permitted to play during any session. The host institution should play electronic music from the time the doors open until the bands begin warming up. The host institution may be asked to provide a band in the event none of the participating teams bring a band.

**National Anthem.**
The national anthem shall be sung or played by one of the participating institutions' bands (to be determined by a coin flip if there is not mutual agreement) just prior to the introduction of the starting lineups. The anthem shall be played before the first game of each session.

**Seating.**
Bands should be seated in comparable areas of the ball park. Place bands so as not to interfere with spectators, photographers or teams, subject to the approval of the committee liaisons. Bands and cheerleaders will be provided seating when their team is not playing (for both sessions, regardless of whether their team is defeated in the regionals-finals game).

**Warm-Up Tapes.**
Warm-up tapes are permissible. Only band(s) and electronic scoreboard music will be used. The host institution will select and administer the music.

If a team does not have a band present, it may provide a tape of the institution’s fight song to be played.

---

**SECTION 3– Banquets**

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

**Regionals.** The NCAA does not reimburse host institutions for hosting banquet a regional sites. Therefore, in order to ensure the same experience across all regions, hosting banquets is not permitted at regional sites.

**Finals.** The host institution shall organize a pre-Championship banquet-celebration for the Thursday evening prior to the start of the championship. A total of 30 tickets will be provided for each team. Teams shall be notified by the host that appropriate dress is required (i.e., team shirt or dress clothes). Additional tickets for family and fans can be made available for purchase.
Please refer to the page http://www.ncaa.com/media for information about policies and broadcast information.

SECTION 5 – Commercialism-Contributors

<table>
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<tr>
<th>Commercial Identification, Signage and Official Marks.</th>
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<tbody>
<tr>
<td>1. No advertisements shall be displayed on the outside of the press box prior to or during the conduct of the championship.</td>
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<tr>
<td>2. No advertisements shall be displayed on the playing field or in the stadium prior to or during the championship.</td>
</tr>
<tr>
<td>3. The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the facility during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered by the facility at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the stadium proper shall be covered by the facility at its expense, as designated by the NCAA.</td>
</tr>
<tr>
<td>4. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the stadium during any session of the championship, without the prior approval of the NCAA.</td>
</tr>
<tr>
<td>5. No advertisements shall be displayed during the conduct of the championship, without the prior approval of the NCAA.</td>
</tr>
<tr>
<td>6. No advertisements shall be displayed on the press tables prior to or during the conduct of the championship, without the prior approval of the NCAA.</td>
</tr>
<tr>
<td>7. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.</td>
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<th>NCAA Corporate Partners.</th>
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<td>The NCAA administers a national corporate partner program, under the direction of the NCAA branding, broadcasting and communications group, and has established guidelines pertaining to corporate involvement by these partners and local commercial entities. Information about the program can be found: <a href="http://www.ncaa.com/news/ncaa/article/2011-02-25/corporate-champions-and-partners">http://www.ncaa.com/news/ncaa/article/2011-02-25/corporate-champions-and-partners</a></td>
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<th>Local Contributors.</th>
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<td>Local sponsorship programs using the NCAA’s registered marks, logos, name of or reference to</td>
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the championship (including tournament brackets), game tickets or involving any tournament function are strictly prohibited unless specifically approved in advance by the NCAA.

**SECTION 6 – Critical Incident Response-Emergency Plan**

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<th>Preparation.</th>
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<tr>
<td>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.</td>
</tr>
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</table>

Each host will be asked to provide the following:

- Develop contact lists.
  - NCAA.
  - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
  - Incident commander (second in command).
  - 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.

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**SECTION 7 – Drug Testing**

<table>
<thead>
<tr>
<th>Drug-Testing Procedures.</th>
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<tr>
<td>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.</td>
</tr>
</tbody>
</table>
Drug testing will be conducted at selected NCAA championship sites. If drug testing will occur at your site, follow the guidelines included with the drug-testing information that was sent to all institutions by The Center for Drug Free Sport (The Center). Further information is available at the following Web site: http://www.ncaa.org/drugtesting.

**Drug-Testing Statement.**

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

**Lodging.**

See Section 11 – Lodging, for drug testing crew.

**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. This information must be kept strictly confidential.

**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.
- **Couriers (individual-team championship).** The host will provide couriers to notify student-athletes of selection for drug testing immediately after the event for which they were selected. The courier must stay with and escort the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the drug-testing crew chief.
- **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.
- **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.** Review the site coordinator’s copy of the NCAA drug-testing confirmation 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.
  - **Report.** 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 chief will make arrangements for the crew’s transportation and lodging, but may request the assistance of the site coordinator.

<table>
<thead>
<tr>
<th>Testing Area.</th>
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<tbody>
<tr>
<td>Players from <strong>either</strong> the winning or losing team may be tested. Accordingly, two separate testing areas should be provided in the event drug testing is conducted. It is suggested that the site coordinator arrange to provide a closed-circuit television in the drug-testing room so student-athletes who are waiting to be tested can watch the next game.</td>
</tr>
</tbody>
</table>
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 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.

On the date of competition or practice, no alcoholic beverages will be sold or dispensed for public or private consumption anywhere in the stadium, nor will any such beverages be brought to the site during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the stadium).

Alcoholic beverages may not be served in facility clubs or restaurants beginning with the time the stadium opens to the public and ending one hour after the conclusion of the final contest (or practice) of the day. Facility clubs or restaurants are those whose patrons have access to the stadium seating area without leaving the stadium.

Alcoholic beverages shall not be delivered to the stadium club on the dates of NCAA practice or competition. Additionally, it will not be permissible for alcoholic beverages to be distributed or consumed outside the stadium club.

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 NCAA will rely on the host institution-conference to confirm 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.**

**Regionals.** 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 (regionals and finals).

**Equipment.**

**Scoreboard.** If possible, scoreboards shall display the names of the participating institutions rather than “Home” and “Visitors”.

- 13 -
Team Names. 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 scorer's table 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 31 dozen baseballs will be sent to the six-team regional sites and 43 dozen to the eight-team regional sites.

Water and Equipment. Depending on the championship, the NCAA and Coca-Cola - a Corporate Champion - will provide drinking cups, water coolers and, when applicable (depending on the sport), water (squeeze) bottles and cooler carts for the championship (to be placed at-near team benches). This equipment must be available and used for all championship practices and games. In some instances, Dasani and POWERade powder mix may be provided for your site. If your site does not receive these products, host institutions must still use Coca-Cola products (e.g., Dasani, Smartwater, Vitaminwater Revive, POWERade) for all championship practices and games. If the NCAA and Coca-Cola do not provide the equipment (as defined above), the host institution may use other items. However, those items must be absent of any commercial marks or such marks must be covered completely (this includes all field, media or any other back-of-house areas). The host institution-conference may retain the coolers, ice chests and any remaining product after the competition. The participating teams may retain the water (squeeze) bottles, bottle carriers and any remaining product after the competition.

Regionals. NCAA-POWERade Product and equipment will not be provided at regional sites.

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

<table>
<thead>
<tr>
<th>NCAA Space Requirements (As Applicable).</th>
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<tbody>
<tr>
<td>Bands-Spirit Squad Warm-Up Area. Provide space for spirit squad to dress and warm-up. If possible, the area should be carpeted. In addition, provide an area for the bands to store their instruments. (An area under the stands would be sufficient.) This area should not be located near the post game interview area</td>
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</table>
Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., media, player-ticket and band-spirit squad). 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.

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.

Signs. Signs should be posted to identify the teams’ and officials’ locker rooms.

Media Areas. The areas used for the media workroom and the postgame interviews should be in close proximity to 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. Only NCAA, PowerAde and-or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.

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 the committee (up to 5 depending on round), team personnel (3 per team), umpires (2), NCAA staff (1) 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 2015-16 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.

**Television Network Space (Finals Only).**
Space should be provided for the broadcast equipment of the televising network. Representatives of the networks will contact host personnel to coordinate this area.

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

<table>
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<tr>
<th>Umpires’ Dressing Room.</th>
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<tr>
<td>One or two rooms, with showers, to accommodate at least six individuals at a time, must be available. The room shall be stocked with towels, soft drinks and snacks. A sign reading “NCAA Use Only” shall be posted on the door. Only the umpires, designated representative(s) of the baseball committee, national coordinator of umpires, tournament manager, and media coordinator seeking clarification of a rules 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.</td>
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<tr>
<th>Videotaping.</th>
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<tr>
<td>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.</td>
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</table>

**SECTION 9 – Financial Administration**

The host shall be responsible for all championship expenses, including (but not limited to) stadium rental, field maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, police and security, promotion, publicity, advertising, meetings, banquets, medical staff and any other expenses mutually agreed upon.

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<tr>
<th>Proposed Budget.</th>
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<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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.

<table>
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<tr>
<th>Committee-NCAA Representative Expenses.</th>
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<tr>
<td>See Appendix B for committee TES instructions.</td>
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</table>

**Regionals.** The host institution will be responsible for payment of per diem and lodging expenses incurred by committee member(s)-NCAA representative(s). Each committee member-NCAA representative should be provided a committee expense form and the completed form should be kept by the host institution. Each committee member-NCAA representative shall receive a $75 per diem for the practice day and each day of competition and will receive the yearly mileage reimbursement rate per mile for transportation expenses. Room and tax shall be direct-billed to the host institution and will be reimbursed via unbudgeted
disbursements on the final financial report. The committee member(s)-NCAA representative(s) will be responsible for their own incidentals.

The host institution will be responsible for payment of lodging expenses only incurred by committee member(s)-NCAA representative(s). Room and tax shall be direct- billed to the host institution and will be reimbursed via the final financial report. The committee member(s)-NCAA representative(s) will be responsible for their own incidentals. Per diem will be paid directly from the NCAA office after the championship.

**Corporate Partner Involvement.**

**Drug-Testing Expenses.**
The budget should be completed only if you have been notified that there is drug testing and returned to The Center. 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](http://www.ncaa.org/Student-Athlete-Programs-Health-and-Safety).

**Financial Report.**
Host institutions must complete the online financial report, including payment of the amount due to the NCAA, within 60 days after the final date of competition at the site. 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 14 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).

Your timely cooperation will be greatly appreciated. The proposed budget-financial report is available on the NCAA Web site at [championships.ncaa.org](http://championships.ncaa.org).

**Insurance.**
NCAA regulations require that host institutions and sponsoring agencies of NCAA championships shall have in place primary comprehensive general public liability coverage, with combined single limits of at least $1 million per occurrence for bodily injury and property damage.

Self-insurance programs meet the provisions of this regulation, as long as they meet the specifications (i.e., primary comprehensive general public liability coverage with combined single limits of at least $1 million per occurrence for bodily injury and property damage).

Therefore, it will be necessary for host institutions to provide the national office with the appropriate certificates of insurance or documentation of self-insurance.

- 18 -
The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance.

[Note: If host institutions must purchase a special events insurance policy, the institution should submit confirmation in writing. However, the certificate of insurance form must be submitted to the NCAA national office 48 hours before the championship.]

**NCAA Staff and Affiliates’ Expenses.**

NCAA staff members and affiliates will be responsible for their own expenses.

**Officials’ Expenses.**

Umpires will be compensated using an online system called 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 formula. The competing teams shall be responsible for their local transportation. 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.

**Receipts.**

Championship receipts shall include all revenue derived from the event, including all income from the sale of tickets (less admission taxes and commission expense, if any), and any other income derived from the operation of the championship, except for the following:

- **Host.** All revenue derived from food and beverage concessions and from parking shall be retained by the host or as may be provided by contract between the host and the host city.

- **NCAA.** All revenue derived from television rights fees, radio rights fees, program advertising and sales and merchandise sales shall be retained by the NCAA.

**Audit.**

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

The NCAA will make best efforts 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. 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 on the host financial report.
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 chase down 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.

**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 (at finals the NCAA will provide the PA announcer, and will assign the standby official.) The NCAA will assign the alternate umpire. The press box area should accommodate the following in this order:

- **Preliminary Rounds**
  - Team SID
  - Host SID
  - Tournament manager
  - Alternate umpire
  - Official scorer
  - Public-address announcer
  - Television coordinator
  - Scoreboard operator
  - Team SID
  - Committee chair
  - NCAA Site Rep
  - 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. Regional Final game. Full team introductions are made only prior to Game Nos. 1-4 and the championship game. 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.

Tournament Manager. The tournament manager may serve solely in this capacity; he or she may not also serve as scoreboard operator, timer, public-address announcer, etc. This is to ensure that he or she is able to oversee all aspects of the competition and be readily accessible to the committee liaisons.

Personnel. The host is responsible for all operating personnel deemed necessary by the NCAA, including, but not limited to, ushers, ticket-takers, exit watchmen, private security officers, parking attendants, special police, city police and firemen. All such personnel are to be under the sole direction and control of the facility and are not to be considered employees or agents of the host institution-conference or the NCAA.

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:

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home infield</td>
<td>0:40</td>
</tr>
<tr>
<td>Visitor infield</td>
<td>0:30</td>
</tr>
<tr>
<td>Field preparation</td>
<td>0:20</td>
</tr>
</tbody>
</table>
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 Game Nos. 1-4, 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.
   • 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 (sstraziscar@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 committee will approve all starting times. The host institution in consultation with the committee will determine order of games.

Game Times.

Regionals. The host will determine the game times and will convey this to
participating teams when they have been selected. A suggested format based on the number of teams at each regional can be found 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, or the College World Series.]

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 (27) 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 chair of the baseball committee 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.

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<tr>
<th>Videotaping Responsibility - Final Regional Game.</th>
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<tr>
<td><strong>Regionals</strong>- 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.</td>
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<tr>
<th>SECTION 11 – Lodging</th>
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<tr>
<td>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, media and the drug-testing crew (the headquarters hotel). The tournament manager conducts a survey of the recommended properties and executes contracts with those selected.</td>
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<table>
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<tr>
<th>Drug-Testing Crew.</th>
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<tbody>
<tr>
<td>Each host institution will reserve four rooms for members of the drug-testing crew at the headquarters hotel.</td>
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<tr>
<th>Game Umpires’ Hotel.</th>
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<tr>
<td>When the officials (four per game) are determined (i.e., after championship selections), NCAA staff will provide the rooming list to the host institution. The tournament manager will then provide the rooming list to the hotel. It is recommended to lodge the officials in a separate, but comparable, hotel.</td>
</tr>
</tbody>
</table>

| Room and Tax. The tournament manager will arrange for the officials’ hotel room and tax to be master-billed to the institution. This expense should be included as an unbudgeted disbursement on the financial report form. Officials are responsible for their incidental charges. |

| Regionals. One single room will be reserved for each umpire (unless local). Six umpires shall be assigned to a six-team regional and eight umpires shall be assigned to an eight-team regional. Umpires will arrive the night before the first game. |

<table>
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<tr>
<th>NCAA Representatives’ Hotel.</th>
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<tr>
<td><strong>Room and Tax.</strong> The tournament manager will arrange for the representative(s) hotel room and tax to be master-billed to the institution. This expense should be included as budgeted disbursement on the financial report form. NCAA representatives are responsible for their incidental charges.</td>
</tr>
</tbody>
</table>
Regionals. The host institution shall reserve one single room for the NCAA representative.

### Team Hotels.

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 team’s per diem.

### SECTION 12 – Meetings-Schedule of Events

**Administrative Meeting.**

**Regional.** 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 13 – Media-Credentials**

**Credentials.**

See Appendix E for the conditions on credentials.

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

**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 27 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.

Printing (Finals Only). The NCAA will distribute five credential boards, print photography policies, news film and mini-camera policies, and the following types of credentials:

1. All Access
2. Media
3. Television
4. Event Support
5. Photo and armbands
6. Temporary Television

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

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 reservations 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 dias and camera platform. (Also see Facility,
Equipment & Space Requirements section.)
The media work-lunch room currently is the area designated for all interviews. 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

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. Because of travel and class schedules, in-person news conferences are not required for 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.

Staffing (Finals). The media coordinator shall appoint a moderator for the news conference. The media coordinator must monitor the schedules closely to ensure success. The media coordinator shall identify a moderator. Individuals also shall be assigned to escort the coach and players from each team’s dressing room to the interview room to ensure that all representatives arrive at each news conference at the scheduled time.

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 of $55 (if it has not already done so at regional competition), plus $20 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.

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<tr>
<th>Seat Assignments.</th>
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<tr>
<td><strong>Drug-Testing Personnel.</strong> In the event of drug testing, each of the 10 members of the drug-testing team shall be provided a seat. These seats may be located either in the nonplaying participants’ section or an “overflow” media section.</td>
</tr>
<tr>
<td><strong>Labels.</strong> Identification labels or place cards (by name and affiliation, if possible) shall be placed at all media seats.</td>
</tr>
<tr>
<td><strong>Preferred Location.</strong> 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.</td>
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<th>Security.</th>
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<td>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.</td>
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<tr>
<th>Starting Lineups.</th>
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<tr>
<td>SIDs are encouraged to provide lineups approximately one hour before the game. Lineup sheets, including the umpires, are then distributed in the press box.</td>
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<tr>
<th>Statistical Services.</th>
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<tr>
<td>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.</td>
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<tr>
<th>Team Films-Videotapes.</th>
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<tr>
<td>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).</td>
</tr>
<tr>
<td><strong>Noncommercial Usage.</strong> 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.</td>
</tr>
<tr>
<td><strong>Restricted Space.</strong> 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.</td>
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- 31 -
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.

Regionals. 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 regionals and required at the finals:

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. There will also be provided equipment operators and technicians to be available as scheduled by the NCAA.

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 14– 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.

Regionals. 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.

SECTION 15– Merchandising-Licensing

Event merchandising policies are included in the Championships Promotions Playbook. Once you are on the Playbook page, scroll down and click on the Corporate Alliances, Local Contributors and Licensees heading.

Exclusive Rights.
The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all NCAA Championships. Any merchandise or material bearing any name, logo, trademarks or service marks of the Association that is sold or distributed at an event sponsored or administered by the Association must have the prior approval of the NCAA. No such merchandise or material will be sold by anyone except as designated by the NCAA. For NCAA event merchandising policies and an official licensee list, go the Championships Promotions Playbook.

Team Orders.
Once a team is selected, a memo will be sent to each institution with information on how to pre-order championship apparel. Orders will be shipped directly to the institution.
**Administration.**

The umpires selected to work the championship shall report to the NCAA representative (regionals) or baseball committee (finals) 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.**

All umpiring assignments will be made by the games committee. Four umpires shall be assigned to each game, with the exception of the championship game, where six umpires are assigned.

The baseball committee will determine the umpiring assignments for the first game of the championship. The rotation of assignments thereafter shall be according to the following formula:

- Home plate
- Third base
- Rest -- serve as alternate
- Second base
- First base
- Rest

**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 submit their expenses directly to the NCAA through third party partner RefPay. Any transportation reimbursements due to officials will be paid through RefPay also.

**Per Diem.** Umpires will receive $45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive per diem.

**Regionals.** Each full-time regional umpire shall receive a flat fee of $780 and 53 cents per mile. A $45 per diem is provided and all housing expenses, less incidentals, are paid by the host institution. Each part-time official shall receive $78 per game plus 53 cents per mile. Each regional official must be located within a 500-mile radius of the site and will receive 53 cents per mile for transportation expenses.

The DIII Baseball Committee will approve all crews and NCAA Staff will set up travel. Hosts set up
hotel accommodations. Each umpire will receive compensation for working the championship. Any umpire located within a 500-mile radius of the site must drive and will receive 53 cents per mile for transportation expenses. Any umpire outside the 500-mile radius will receive air transportation, not to exceed jet coach fare.

**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 is 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.

**Regionals.** Six umpires shall be assigned to a six-team regional and eight umpires shall be assigned to eight-team regionals. Umpire selections are based on recommendations of the national coordinator for umpires and each regional chair.

**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.

**Regionals.** Hats will be shipped to each regional site and will be distributed to the umpires.

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**SECTION 17 – Participating Teams**

**Admittance to Facility.**

Participating institutions must submit a roster list to the baseball committee at the mandatory pre-Championship meeting. *(See Roster in Section 17 below.)*

**Bracket.**

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

**Lineup Card.**

**Regionals and Finals.** 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.

**Participant Manual.**

The tournament director will send a draft of the participant manual to the NCAA for review. Include in the manual should be all information relevant to an institution participating at that site including, but not limited to, schedule of events, directions, hotel information and area amenities that may be of use to each team. The NCAA shall provide comments to the draft manual by May 1.

**Regionals.** Each regional host will provide participant information as soon as possible after selections.

**Finals.** As teams qualify for the championship finals, participant information shall be sent to the athletics director and coach of that institution.

**Roster.**

The roster form is to be completed prior to the championship and submitted during the pre-championship meeting. *(See Appendix F)*

**Valuables.**

Each team is responsible for its own valuables. It is suggested that the teams carry a valuables bag to their dugout whether they dress at the hotel or the stadium.

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**SECTION 18– Promotions and Marketing**

- 36 -
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. Give consideration to 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.

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**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 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 Buckhaulter via e-mail (pbuckhaulter@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.

: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.

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.

Television and Radio Public Service Announcements (PSAs) (Finals only). The NCAA national office will produce television and radio PSAs to assist the host to promote and sell tickets to the championship. Four beta copies of the television PSA and two compact discs of the radio PSAs will be provided. Information included on the PSAs includes championship, host, dates, site and ticket number.

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.

Welcome Banners (Finals only). The information on the welcome banners includes the championship name, the host institution, championship date(s) and the phone number to order tickets. The banners are versatile and can be moved easily from site to site.

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.

SECTION 19 – Practices

<table>
<thead>
<tr>
<th>Administrative Responsibility.</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
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<table>
<thead>
<tr>
<th>Alternate Practice Site.</th>
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<tbody>
<tr>
<td>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.</td>
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</table>

<table>
<thead>
<tr>
<th>Length.</th>
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<tr>
<td>Regionals.</td>
</tr>
<tr>
<td>Teams are allowed to 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.</td>
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<table>
<thead>
<tr>
<th>Practice.</th>
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<tr>
<td>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.</td>
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</tbody>
</table>
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.**

**Regionals.** 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.

**SECTION 20 – Programs**

The Division III Baseball Championship has adopted the use of digital game programs that can be viewed online or downloaded to a consumer’s mobile device. IMG College will be responsible for all digital program production including layout and design, advertising, and digital distribution channels prior to and during the championship.

Digital programs will be available for download prior to the championship at NCAA.com.

Please contact Levida Maxwell ([lmaxwell@ncaa.org](mailto:lmaxwell@ncaa.org)), 317-917-6356 with any questions.

**SECTION 21 – Security**

**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 22 – 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.**
Coaches Association Allocation (**Finals only**). Block seating is provided for members of the American Baseball Coaches Association (ABCA). The baseball committee must approve the
location of the tickets. The tournament manager should contact the ABCA to determine the number of tickets it intends to purchase).

**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.

<table>
<thead>
<tr>
<th>Ticket Sales.</th>
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<tbody>
<tr>
<td>Inasmuch as 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.</td>
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</table>

**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 prices are as follows (tickets must be purchased as a package until the day of the first game); the host institution may charge more if appropriate for the particular market:

**Regionals**

- Reserved $3
- General admission $2.50
- Students $2
- Box seats (if available) $4
SECTION 23 – Transportation

**Local Transportation for Teams.**
The host institution is urged to assist each team in arranging for local transportation (i.e., reserve team buses in advance or provide names and telephone numbers of companies that could be contacted).

**Regionals.** Meet competing teams upon arrival and, if possible, transport them to their hotel. If possible, assign an individual to act as host for each team. Local transportation must be paid by the institution.

**Umpires’ Transportation.**
Umpires should be reimbursed 53 cents per mile round trip from their home to the championship site.

SECTION 24 – Volunteers

**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 and 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.
**Recognition.**
Upon receipt of a list of key volunteers (maximum of 25 individuals) provided by the LOC, the NCAA shall prepare an appreciation certificate for each volunteer included on the LOC’s list.

**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.

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.
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.
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.

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.

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.

11. 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.
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.

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.

If you have trouble using the system, please contact the travel department at travel@ncaa.org or 317-917-6757.
A G E N D A

National Collegiate Athletic Association
Division III Baseball Championship
Regional Administrative Meeting

1. Games committee chair.
   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.

b. Participants’ passes.
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

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 E

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 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 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.

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2017 NCAA DIVISION III BASEBALL CHAMPIONSHIP

Roster
For the Division III Baseball Championship, 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.

Institution: 

Name: ________________________________ Title: ________________________________

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Medical Personnel

SUBMIT FORM TO NCAA SITE REPRESENTATIVE AT COACHES MEETING
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."

2016-17 STANDARD TICKET BACK DISCLAIMER LANGUAGE
Updated 9-10-14

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) and Chris Termini (ctermini@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 Chris on any correspondence.

NOTE: Child admission policy - choose either the red or green statement from the yellow highlighted language below and delete the verbiage you choose not to use.

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

| THIS TICKET IS A REVOCABLE LICENSE USER |
| ACCEPTS RISK OF INJURY |
| The ticket purchaser-holder (“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. These under two must be accompanied by a person with a valid admission ticket. Every person, regardless of age, must have a ticket to enter the facility. 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 solely by companies authorized by the NCAA to do so. 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. 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.** Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions. 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. 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. |

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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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 prechampionship 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 2012-13 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 six to eight 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 **May 11**.

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)