# 2017 Division II Baseball Championship
## Host Operations Manual
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SECTION 1 – Introduction

This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee and the NCAA. The primary objective of each individual involved in the administration of the championship shall be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and tournament attendee.

Definitions

**Championship:** Postseason competition conducted by the NCAA in a particular sport, in which eligible student-athletes and teams of active member institutions compete to determine the division champion (or National Collegiate champion in sports that do not have a separate division championship) in that sport.

**Governing Sports Committee:** The NCAA membership committee responsible for developing policies and procedures governing the administration and conduct of the championship under its jurisdiction, subject to the approval of the applicable division’s governance structure and the requirements, standards and conditions prescribed by NCAA Bylaw 31.

**Host Institution/Conference:** An active NCAA member institution and/or conference selected to serve as host for a championship. The host shall administer the finances of an NCAA championship in accordance with the institutional/conference championship budget, as submitted during the selection process and approved by the governing sports committee.

**Local Organizing Committee:** A local organization formed in the city where a member institution/conference proposes to host an NCAA championship, to provide to the NCAA services and assistance in connection with the various activities related to the championship. The host institution/conference must be a part of the leadership of the LOC.

**NCAA Championships Administrator:** The staff member(s) representing the NCAA championships and alliances staff assigned to serve as administrator(s) for a championship.

**Role of Governing Sports Committee**

The NCAA’s core purpose, values and envisioned future provide the framework for all actions in the committee’s administration of the championship and its stewardship of the game. Within the framework and spirit of its charge, the governing sports committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the NCAA Divisions II Presidents Councils.

**Role of Host Institution/Conference**

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

The host institution/conference is the local entity responsible for making arrangements for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship.
The responsibilities of the host institution/conference are defined herein. The games management, media and marketing activities associated with the competition are to be administered and approved by the NCAA staff on behalf of the governing sport committee.

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

### Role of NCAA

The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA groups, will lead the planning efforts, management and execution of all NCAA championships and events. The NCAA will oversee all aspects of the championship and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, hospitality functions and social events, on- and off-field entertainment, fan and sponsor events, television programming, youth events, as well as many other aspects.

The NCAA will work closely with the host institution/conference, competition venue and local organizing committee to ensure that the championship provides a positive and rewarding experience for student-athletes and fans.

### NCAA Division II Baseball Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean Loyd</td>
<td>Head Baseball Coach</td>
</tr>
<tr>
<td>Weest Virginia State U</td>
<td></td>
</tr>
<tr>
<td>Tommy Sadler</td>
<td>Director of Athletics</td>
</tr>
<tr>
<td>Union University</td>
<td></td>
</tr>
<tr>
<td>Mark Clements, chair</td>
<td>Associate Athletics Director</td>
</tr>
<tr>
<td>Northwest Missouri State U</td>
<td></td>
</tr>
<tr>
<td>Kevin Brooks</td>
<td>Head Baseball Coach</td>
</tr>
<tr>
<td>Angelo State University</td>
<td></td>
</tr>
<tr>
<td>Rick Giannetti</td>
<td>Director of Men’s Athletics</td>
</tr>
<tr>
<td>Dominican College (NY)</td>
<td></td>
</tr>
<tr>
<td>Midwest region - TBD</td>
<td></td>
</tr>
<tr>
<td>Mark Richard</td>
<td>Director of Athletics</td>
</tr>
<tr>
<td>University of Montevallo</td>
<td></td>
</tr>
<tr>
<td>Dan McDermott</td>
<td>Head Baseball Coach</td>
</tr>
<tr>
<td>Academy of Art University</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 2 – NCAA Committee and Staff**
SECTION 3 – 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.

SECTION 4 – 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.

SECTION 5 – Awards

**All-Tournament Team**

*Finals.* An all-tournament team, composed of the following players, will be selected by the working news media or an all-tournament selection committee: catcher, first baseman, second baseman, shortstop, third baseman, left fielder, center fielder, right fielder, designated hitter and two pitchers. The most outstanding player(s) will be selected from among these players. The media coordinator should distribute the ballot (See Appendix F) for the media to select the all-tournament team.

Depending on the score of the championship game, ballots should be collected around the eighth inning and shall be compiled by the press box staff.

The all-tournament team is announced during the postgame ceremonies by the public address announcer. All-tournament team selections will be distributed in the press box and will be included in the final game box package. All-tournament team members will receive certificates of recognition.
Awards Ceremony (Finals Only)
The individual runner-up and championship team awards will be presented on the field immediately after the conclusion of the final game. The awards should be ready to take onto the field immediately after the game. The NCAA staff will coordinate the ceremony in conjunction with a host institution designee and the public-address announcer. The awards boxes should be kept to give to the teams after the ceremony.

A designated area should be roped off for media covering the awards ceremony. For presentation of the awards, a skirted table is recommended.

Each participating team will be requested to submit a list of its travel party. This list will be read in its order during the presentation of awards. (See Appendix E for form.) The Division II Baseball Committee will coordinate the ceremony with the public-address announcer.

Champions Locker Room Program (Finals Only)
The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA Championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags (if needed) on the merchandise prior to being distributed.
- The merchandise should be distributed to the winning team only immediately following the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team’s equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Gear For Sports, Nike or Top of the World depending on product. Please contact David Clendenin at the NCAA national office for contact information, 317-917-6496.

Championship Awards
These official NCAA awards are the only awards that may be presented at the site of the championship. Recognition or appreciation awards may be presented to individuals or organizations that have contributed to the development and/or management of the championship, but any such presentation must be made separate from and cannot occur in sequence with the presentation of the NCAA championship awards. Approval must be granted by NCAA staff.

Regionals. MTM, Inc., the NCAA national office awards supplier, will send the awards listed below to the tournament director at each regional site prior to competition:

| Participant medallions (25 per non-advancing team) | 125 |
| Regional Champion Team Trophy                     | 1  |

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.
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.

<table>
<thead>
<tr>
<th>Award Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Champions Watches (sent to site)</td>
<td>30</td>
</tr>
<tr>
<td>National Champion Team Trophy</td>
<td>1</td>
</tr>
<tr>
<td>National Champion Team Mini-Trophies</td>
<td>30</td>
</tr>
<tr>
<td>Regional Champion Team Mini-Trophies</td>
<td>210</td>
</tr>
<tr>
<td>Elite 90 Award</td>
<td>1</td>
</tr>
</tbody>
</table>

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.

No additional awards, unless otherwise approved by the championships manager, should be presented to the student-athletes and coaches of the participating teams.

Elite 90 Award Presentation (Finals Only)

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA’s championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all of the other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide to the NCAA championships administrator as well as the local host shortly before the championship begins. The winner’s name should not be released to the public until after they are publicly recognized. If appropriate, the operations point person can share the information with the coach of the winning student-athlete to make sure of that person’s attendance. However, they should not inform the student-athlete. Bedics or another member of the media coordination staff will typically send a template of a release and the logo to the sports information director of the winner’s institution on the morning of the announcement to allow them time to prepare.

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner amongst their peers and fans of the championship. In addition, information about this award winner may be included in local press releases about the championship and in public address and/or video board announcements during the championship.

Award presentation

When determining the most appropriate time to present the Elite 90 award, the NCAA and host staff should evaluate the time and venue which will create the greatest impact and amount of exposure for the award winner while also appropriately honoring and celebrating their accomplishments. The presentation should be semi-formal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be visible, the announcement clearly audible and the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is listed below:
At this time we would like to present the Elite 90 Award. This award was instituted to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA’s 90 championships.

The recipient of the Elite 90 Award for Division X (sport) with a GPA of X.XXX in (major, is student-athlete and institution).

Presentation at the student-athlete banquet
This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the best forum for the award presentation and greatest exposure for the winner as it is the one time when all championship participants and administrators are gathered together in one place with a controlled, semi-formal environment complete with a sound system and set program. Presenting at the student-athlete banquet also alleviates any potential conflicts with the winning student-athlete’s participation in or preparation for an NCAA championship event. Guidelines for presentation of this award at the student-athlete banquet are:

• The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA Tournament Operations point person
• The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see student-athlete banquet page for sample run of show)
• The award should be presented after attendees have had a chance to finish their meal
• If video screens are available, the video slide or footage of the winning student-athlete provided by BSN may be run as the individual is introduced
• The coach of the winning student-athlete should be informed to help assure the winner’s attendance
• If a photographer is at the student-athlete banquet or championship, a photo should be taken of the recipient receiving the award. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento
• If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet

In-venue presentation
The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when the majority of participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete’s participation or preparation for the championship. Examples could be:

• In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal which they are not participating in
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.

**Other in-venue recognition**

If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Van Wagner Sports & Entertainment (VWSE) will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships administrator (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide VWSE the name of the winning individual and a headshot photo if a video board is used for the championship.

The Elite 89, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA’s championships.

The recipient of the Elite 90 Award for the [2017 NCAA Division II Baseball Championship], with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: Jane Doe of State University).

**Press release**

On the day the winner of the Elite 90 award will be publicly recognized, the NCAA Media Coordination staff will send out a standard press release template to the sports information director of the winner’s institution and to the championships administrator. For selected championships, this press release will also be provided to national media by the NCAA Public Relations. If appropriate this press release may also be provided to the host for distribution to local media.

For more information on the Elite 90 award winners, log on to NCAA.com/elite89.

<table>
<thead>
<tr>
<th>Participant Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regionals.</strong> Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA preliminary-round competition the same experience, <strong>mementos will NOT be permitted at preliminary rounds.</strong></td>
</tr>
</tbody>
</table>

| **Finals.** 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). |
## Admission
Bands, cheerleaders and sponsor, and mascot will be admitted by the gate list. If a band exceeds 25 individuals, those in excess of 25 may not be seated with the band (even without their instruments).

## Electronic Amplification
Full bands are not permitted to use electronic amplification. Small (10 members or fewer) bands are permitted to use reasonable electronic amplification. The host institution should be prepared to assist with accommodations.

## Designated Areas
There will be designated seating for each team’s band. Bands shall be seated in rows so as not to interfere with spectators, photographers or teams, subject to the approval of the baseball committee.

Participating institutions must notify the host institution whether or not they will bring a pep band, cheerleaders and/or mascot to the competition not later than May 17 in order for an area to be designated in the venue.

## Fight Songs/Music
The host shall alternate band and electronic music if only one band is present. Only one band can play between half innings. The host should be prepared to play family friendly music prior to the game and during each half inning.

If an institutional fight song is played before the start of a tournament game, it must occur during that institution’s infield practice or during the time allotted for pregame preparation of the field.

## Maximum Number
A maximum of 25 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 25 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.

## Noisemakers/Non-Permissible Items
The tournament director 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.

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.
### Seating

Bands should be seated in comparable areas of the stadium. Place bands so as not to interfere with spectators, photographers or teams, subject to the approval of the baseball committee. Bands and cheerleaders will be provided seating when their team is not playing.

Team mascots are not allowed on the field at any time.

### Warm-Up Tapes

No warm-up tapes are permissible. Only band(s) and electronic music will be used. The host will select and administer the music.

### SECTION 7 – Student-Athlete Banquet

**Regionals.** Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA preliminary-round competition the same experience, **banquets and mementos will NOT be permitted at preliminary rounds.**

**Finals.** To celebrate and welcome all participating student-athletes and championship personnel, the host may provide a banquet (or other student-athlete recognition event) on the evening prior to the championship. The number of guests, financial assistance provided by the NCAA and total budget shall be determined after consultation with the NCAA staff. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes.

The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request the video from the NCAA Broadcasting group or Van Wagner Sports & Entertainment and inform the host.

The host will be responsible for coordinating all other details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly to accommodate the number of student-athletes, teams and guests present as well as unique venue, sport or local elements. However, the run of show listed below and the 90 minute time frame should be used as a guiding template. Please note, that a 60 minute event is ideal and the event should not last longer than 90 minutes.

Words of reflection or invocation are not required, but may be included at NCAA student-athlete banquets. The NCAA supports a flexible policy which allows each host to follow the traditions and protocols of their university. If included, any words of reflection or invocation should be respectful and inclusive of all.
Run of show

6:30 p.m. Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair)

   Soft A/V presentation (e.g. music, slideshow of participating teams and student-athletes, NCAA anthem video, DII or DIII branding video – optional)

6:45 p.m. Welcome/comments to student-athletes and guests from the event emcee and/or a city/host institution representative

6:50 p.m. Dinner buffet lines open or plated dinner served

7:20 p.m. Guest Speaker (optional)

7:40 p.m. Comments by Head Coaches or Q&A with selected student-athletes (optional)*

   1. Team 1
   2. Team 2
   3. Team 3
   4. Team 4

7:50 p.m. Comments by the NCAA committee chair and the presentation of Elite 90 Award

   Championship Video (if available)

7:55 p.m. Closing Comments (emcee with talking points from NCAA or NCAA chair)

* Comments by head coaches may not be practical at some championships, especially those with a large number of teams or individual qualifiers

Best Practices

While the guidelines above provide a standard framework for the student-athlete banquet, the event should be tailored to suit the needs, size and unique aspects of the championship.

The most successful NCAA student-athlete banquets have often been enhanced by unique venues, décor, interactive features, program enhancements or keepsake items that showcase the uniqueness of the host city or region and their excitement to host the NCAA championship. The NCAA will rely on the creativity of the host for development of these items. The formality of the event, attendee attire, appropriate number and type of speakers, level of interaction between student-athletes, etc. varies from sport to sport. The NCAA point person can help advise the host on sport specific nuances.

The host will assume the lead production role for the student-athlete banquet, but should seek the advice and approval of the NCAA point person on such items as location, budget, timing, final run of show, speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.
Sample Enhancements

- **Unique venue** – a skybox club overlooking the host university’s football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.

- **Slideshow** – before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary round hosts).

- **Speakers** – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include: Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.

- **Photo opportunities** – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners circle at Churchill Downs, overlooking city skyline, football stadium, etc.).

- **Favors unique to the sport or area** – examples include: mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida; please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing.

- **Special entrances for student-athletes** – red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes.

- **Band/DJ/Interactive Games** – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc..

- **Event 1/Championship merchandise** – sales booth or display area with order forms on-site.

- **Special Olympics Component** – speaker, athletes, etc. (recommended for all DIII championships).

Coaches’ association award guidelines

The primary purpose of NCAA student-athlete banquets is to honor, celebrate and welcome participating student-athletes in a concise and entertaining manner. Coaches’ association awards and other presentations not directly related to the championship itself may be considered for inclusion if they are in the best interest of the attending student-athletes:

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).

- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes).

- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance

- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.

- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches’ association.
• All final decisions on inclusion of coaches’ association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
• NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches association as needed.

### Banquet Format

Arrangements should be made for a banquet to be held Friday night prior to the start of competition for the travel party of 29 persons from each of the eight participating teams. A buffet format is preferred. If space is available, the host may make additional tickets available for purchase for institutional representatives with the approval by NCAA staff. Other individuals who should be on the guest list include members of the NCAA Division II Baseball Committee, NCAA staff, additional host institution personnel (e.g., president, faculty athletics representative and workers greatly involved in the conduct of the championship) and community dignitaries.

**Emcee.** The host institution is responsible for identifying an appropriate emcee. The NCAA Division II Baseball Committee must give final approval of the emcee.

**Format.** It is recommended that the agenda include short welcoming statements by representatives of the host institution, community and the baseball committee. Student-athlete representatives from each team may be asked to speak on behalf of their teams. The format should be determined in concert with the NCAA Division II Baseball Committee. The format shall be described in the information packet sent to each participating coach.

**Media.** Members of the media shall **NOT** be invited to the banquet, unless approved by the NCAA committee.

**Merchandise.** Championship merchandise can be available for sale to the participants at the banquet.

**No Alcohol.** Alcohol must not be available for consumption in connection with an NCAA championship.

**Umpires.** Game umpires shall **NOT** be included in any social event involving the participating coaches or student-athletes.

**Seating.** Usually the participating teams feel more comfortable sitting together, so you may want to designate team tables using school colors, the team name and/or team mascot. Members of the NCAA Division II Baseball Committee should have designated seats at a table near the front of the room, possibly sitting with other key university or community people. If one of the committee members is affiliated with a participating team, he or she will sit with the team.

**Setup.**

*General Seating.* Rounds of eight are preferred.

*NCAA Invitation List.* The NCAA banquet invitation list will include the following: committee members (eight) and NCAA staff members (one to two). In addition, other invitations should be reserved for NCAA corporate champions/partners and the official ball company if required.

*Banners.* Provided NCAA championship signage should be hung behind the podium.
Showcasing of Awards. The host may want to have the national champion team trophy and one of each of the individual trophies available for viewing at the banquet. If so, security measures should be taken.

SECTION 8 – Championships Marketing

Contacts

The host institution should designate a marketing contact or marketing team for the championship. This person should be familiar with marketing strategies that have worked in the community where the championship will be held to sell tickets and drive attendance. It is the primary responsibility of the marketing contact to work closely with the NCAA Championships Marketing contact to create and implement the championship marketing plan. While many host institutions may have a marketing contact in the athletic department, this individual may also be from the local organizing committee, convention and visitor’s bureau, sports commission or a combination thereof. Contact information for the designated marketing contact(s) should be submitted through the Key Contact portion of the Host Reporting System.

Expectations

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA Tournament Operations point person can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship.
- Map out the timeframe to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities.
- Explore opportunities with traditional media (print, radio and television) in your area.

Marketing Plan

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championships Marketing contact. All marketing plans, marketing budgets and collateral must be approved by the NCAA marketing contact prior to implementation. Additional calls with the host and the NCAA marketing contact may be set up prior to the championship to review plans.

Marketing Collateral

NCAA Online Marketing Website. The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. The NCAA Online Marketing Website can be accessed at NCAAChampsPromotion.com.

Championship hosts should customize and download all necessary artwork to promote the championship from the website. Hosts should make every effort to use the the artwork provided, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship round you are hosting.

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username, password and specific marketing budget allocated for the championship you are hosting. The reimbursement amount is separate from and in addition to the marketing/promotions budget allocated by host institutions through the championship bid process. Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information.
Customizable artwork templates and marketing resources available on the NCAA Online Marketing Website include:

- **PRINT**
  - Poster
  - Flyer
  - Print Ad
  - Table Tent

- **DIGITAL**
  - Email blast
  - Banner
  - Social Media Graphics

- **OUTDOOR**
  - Billboard
  - Banner

- **RESOURCES**
  - Marketing Best Practices
  - Social Media Guidelines

If you have artwork needs and/or sizing which many not be available on the NCAA Online Marketing Website, you may submit a special request through the website. Any additional questions can be directed to ncaachampspromotions@ncaa.org.

All requests – artwork and reimbursement – must be approved by the national office staff before you proceed. Artwork requests and approvals will be managed through the website. If you do not have a local print vendor, we have listed NCAA preferred vendors on the website.

Collateral should not be created outside of the NCAA Online Marketing Website. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.

*Please note, a limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Online Marketing Website.

**Television/Video and Radio Ticket Spots.** The marketing website allows hosts of select predetermined championship sites to download TV, video, and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA Championship Marketing contact.

- **30 Video/Television Spot**
  The NCAA creates TV/Video Spots for select championship sites and a limited number of predetermined regional rounds.
  - All spots are available for download via the NCAA Online Marketing Website.
- Spots may be uploaded to websites, burned onto discs, or sent via email to other parties that may need them.
- Spots are provided in several formats to allow for use over a variety of platforms (e.g. websites, social platforms, TV commercials, videoboards, etc.).
- The video/television spot is available for download in the following file types:
  - HD: apple ProRes LT (104 mbps)
  - SD: dv25 (25 mbps)
  - Web proxy: .mp4 (1.5 mbps)

### 30 Radio Spot
- The NCAA creates radio spots for all predetermined championship final sites that are not sold out and for a limited number of predetermined regional rounds.
- The radio spots can be used on radio stations, websites, burned onto discs or emailed.
- The file format available for download is .mp3 (.32 mbps).

### Social Media Guidelines
Host institutions/conferences may use already established social media accounts (e.g. Facebook, Twitter, etc.) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Please refer to [NCAA.org/socialmedia](http://NCAA.org/socialmedia) for a listing of official NCAA social media accounts.

### Applicable Marketing Bylaws

**NCAA Division II Bylaws - Pertaining to NCAA Championship Promotions**

**12.5.1.2 - Promotions Involving NCAA Championships, Events, Activities or Programs.** The NCAA (or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/12/04)

**12.5.1.8 - Promotion of NCAA and Conference Championships.** The NCAA (or third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete’s name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/12/04)

**12.6.1.2 - To Intercollegiate Event.** A professional sports organization may serve as a financial sponsor of an intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. [D] (Adopted: 1/10/92, Revised: 8/5/04, 10/28/10, 6/22/11, 1/14/12)

**13.4.4.2 - NCAA or Conference Championship Promotional Materials.** The NCAA or a member conference (or a third party acting on behalf of the NCAA or member conference (e.g., host institution, conference, local organizing committee)] may produce and provide championships promotional materials to any
individual or group, provided the materials: (D) (Adopted: 1/11/00 effective 8/1/00, Revised: 1/13/03 effective 8/1/03, 1/10/05 effective 8/1/05, 6/22/11)

(a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);
(b) Are not sent exclusively to prospective student-athletes;
(c) Are available to the general public; and
(d) Do not promote the institution’s athletics program.

SECTION 9 – Championship Merchandise/Licensing

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

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

General Policies

Institutional Merchandise. A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent of sales (or another percentage to be exclusively determined by the NCAA) (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year’s championship.

Merchandise Received. The quantity of NCAA merchandise available for sale will not be less than a comparable quantity at a comparable site of the previous year’s championship. The NCAA will work closely with Event 1 regarding projected attendance at sites in order to ensure that the appropriate amount of merchandise is provided.

Reordering Process. The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

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

The NCAA prohibits host institutions/conferences from conducting special ancillary entertainment activities for fans in conjunction with the championship. Should another entity (e.g., convention and visitor’s bureau) elect to stage such activities, the following policies shall apply:

- All plans must be approved in advance by the NCAA
- NCAA marks, logos, name or references to the championship or tickets may not be used
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P)
- Such an activity may not take place on property controlled by the competition venue

No entity may contact NCAA CC/Ps directly. All such contact shall be directed through the NCAA staff.

Local Organizing Committee Partnerships

We need your help to provide community engagement experiences for participating student-athletes, coaches in your communities. Community engagement represents a critical pillar in Division II’s strategic positioning and emphasizes the relationship of athletics in strengthening communities. Community engagement is at the core of the Division II championship experience.

Our ability to build and create successful community engagement events in your community around our National Championships depends largely on our successful partnerships with the Local Organizing Committee and/or Sports Commission.

Area youth and adults who interact with NCAA Division II teams during outreach events are then invited to attend championship events, often through complimentary admission. The objective of community engagement is to build relationships by bringing communities to experience Division II events, which also increases attendance and enhances the competitive experience for student-athletes. Those participating in outreach experiences are often invited into the championship as halftime performers, ball boys/girls and/or special guests in another capacity.

Division II governance funds a community engagement contractor to ensure a consistent community engagement philosophy and experience across each national championship. The contractor works with your local organizing committees and community groups on behalf of the championship sport manager, identifying shared experience opportunities and alleviating logistical burden from the sport manager. This contractor will communicate with your point person early and often in order to foster great community partnerships and events in held within our National Championships.

Logos

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners (CC/Ps) and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions, unless written approval is provided by NCAA Marketing. All and any proposed commercial advertising and promotions, if not by a CC/Ps, must be reviewed by NCAA Marketing staff prior to approval and production.

Military Involvement

The NCAA is supportive of inviting the military to participate at NCAA championships if their involvement...
enhances the championship experience for student-athletes and fans while at the same time honoring the military in an appropriate and unobtrusive manner. At many NCAA championships, local or national military groups have been arranged by the host to perform pre-game, during halftime or other breaks in the action. These performances have included, but are not limited to: national anthem performances (military singer, instrumentalist or band), color guard, presentation of large flags, fly-overs, parachute teams, precision drill teams, eagle releases around the national anthem, etc. Please discuss any forms of military involvement which you would recommend with your NCAA staff point person for approval.

Guidelines

- Involvement from military groups often requires substantial government paper-work. Fly-overs and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead team to coordinate.
- Involvement from national touring military groups such as the Air Force Wings of Blue or Army Golden Knights may require costs of travel such as hotel rooms, per diems, rental vehicles and even air travel if a military transport cannot be arranged.
- Host connections with local military bases may be more cost-effective in arranging military involvement.
- No messages about military recruitment should be incorporated into the on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., “Ladies and gentlemen let’s have a big round of applause for tonight’s performance from the United States Air Force Heartland of America Band... and for all of the American service men and women who they proudly represent.”).
- Some military organizations may request a booth or other small presence on-site in conjunction with their on-field performance. This may be permitted as long as the space is available, reasonably sized (e.g., 10’x10’ or 10’x20’), reasonably branded and any recruiting done out of the space is passive.
- Requests for larger spaces, interactive elements, inflatables, giveaway items or space within an NCAA fan festival is not permitted unless discussed with your NCAA point person who would in turn discuss with the NCAA corporate relationships team.
- Campus and venue rules must be considered when developing the presentation.
- All performing or volunteering military groups should be provided complimentary access to watch the championship before or after their presentation if possible. Please discuss this with your NCAA point person.

Public Address and Text Board Scripts

The public address announcer scripts allow game management to keep the flow of the championship moving through the communication of important information to those in attendance. Communicate with your NCAA championship liaison to secure a PA script and run of show for the championship you are hosting.

Student-Athlete Red Carpet Arrivals/Team Walk

At many NCAA championships, a red carpet arrival or team walk featuring the participating teams and their band and/or cheer squads can be a significant fan enhancement. A red carpet arrival/team walk allows fans to feel a greater connection with the student-athletes through brief personal interaction, provides lasting memories for young fans and may help create a greater overall impression of the championship for both fans and participating student-athletes if conducted properly. Listed below are some elements to consider before deciding to conduct a red carpet arrival/team walk, a list of guidelines for a red carpet arrival/team walk and a checklist of items needed for the event.

Elements to consider
• Number of fans – will there be an adequate number of fans to support a red carpet arrival/team walk and make it a positive experience for the participating student-athletes.
• Timing and location – is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes’ preparation for or participation in the championship (e.g., before each semifinal match concludes, during a highly attended ancillary event surrounding the championship or only before the championship game).
• Equitable participation – will all participating teams have equal opportunities to participate (it is permissible to have a red carpet arrival/team walk only on championship night with the two final teams only versus semifinal day and championship day).
• Team’s experience – this should be a positive experience for all participating student-athletes and it should not interrupt their team’s normal schedule for a competition. It should be communicated to the team’s that a 5-15 minute window between teams is needed. Depending on the schedule of the teams you can pre-determine the arrival times or if they do not have any other commitments prior to the arrival at the venue, you can allow the teams to pick their arrival time as long as they are between the 5-15 minute window of separation, giving them more control of their schedule and not interrupting their normal gameday routine.
• Fan’s experience – consider the location of the red carpet arrivals/team walks for the fans as well. Consider using one of the main entrances or going through a fan fest location (if applicable) to the venue so that even if they did not know a red carpet/team walk event was happening, they still might see it and participate.
• Visibility and promotion – is the red carpet arrival/team walk in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through social media, NCAA.com, e-blast, signage? Ask each participating team to send out the red carpet arrival/team walk times to their ticket holders and on their social media platforms as well.
• Timing of buses – Consider the route that the buses will need to drive in order to arrive on the correct side of the street and the time it will take them to get from the hotel to the location of the red carpet arrivals/team walk.

Guidelines
• The host staff will have primary responsibility for coordinating and managing the red carpet arrivals/team walk, as well as, all staff, volunteer, equipment and logistical needs associated with them.
• The host staff should work with the NCAA staff point person to determine if red carpet arrival(s) or team walk(s) are appropriate, for advice, approval, look and collateral.
• The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the facility rep, bus drivers, team hosts the event sponsor and/or fire marshal when appropriate.
• If a team has a band and/or spirit squad, communicate to the team that they should also participate in the red carpet arrivals/team walks. If only one team has a band, ask the other team for a copy of their fight song to play over a speaker, if sound is available at the red carpet arrival/team walk area.
• Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced, consider what time the venue opens to the fans and what time the teams would normally choose to arrive.
• Student-athletes should wear game apparel or matching team issued warm-up gear.
• Student-athletes should be escorted by staff, volunteers or security to the security check-in area or their locker room.
• Red carpet arrivals/team walks should have stanchions or barricades to create a safe environment for the student-athletes. Security should also be considered.
- No local sponsorship of student-athlete red carpet arrivals/team walks will be permitted.
- A sound system which can be used in conjunction with the red carpet arrivals/team walks can be effective in communicating which team is arriving, providing fans with additional championship events and for keeping fans entertained with music and/or team statistics.

**Checklist**

- Carpet – red, blue or black are all acceptable if the venue has one of these colors on hand, otherwise rent red carpet when the budget allows. Carpet is always preferred, but not essential to making this a successful event.
- Stanchions or other form of a barrier between the student-athletes and fans.
- Red carpet arrival/team walk sign or entrance way (e.g. balloon arch), if appropriate.
- Staff or volunteers.
- Security, if appropriate.
- Lighting elements if it is going to be dark out, depending on the time of the arrivals.
- Tents over the carpet if it is raining, unless the location of the red carpet arrivals/team walk is already under a covered location, consider cancelation plan (notifying the teams and fans if the weather is not conducive to hold the red carpet arrivals/team walk).
- Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition, team stats, if appropriate.
- Radios or cell phone numbers for communication. Essential for either the team host or bus driver to notify someone at the red carpet arrival/team walk location of the arrival time changes, if appropriate.
- Other entertainment (e.g. dj/music, local drumline) to keep fans entertained before and in-between team arrivals, if appropriate.

**Video Boards**

The NCAA will provide video board content to sites which have such capabilities. A run of show will be provided in addition to the PA script in these instances in order to specify timing and content delivery. Please work directly with your NCAA championship liaison to identify if video board content will be provided directly or if downloading from the NCAA FTP site is necessary.

Questions related to video board content logistics should be directed to:

Brian Scott – Senior Producer
Van Wagner Sports & Entertainment, Inc.
Telephone: 919-368-2557
Email: scott@vwbson.com

**Electronic Messages.** No host or venue specific messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.

**Student-Athlete Autograph Sessions**

At many NCAA championships, an autograph session featuring the participating teams or individual student-athletes can be a significant fan enhancement. An autograph session allows fans to feel a greater connection with the student-athletes through brief personal interaction, provides lasting memories for young fans and may help create a greater overall impression of the championship for both fans and participating student-athletes if conducted properly. Listed below are some elements to consider before deciding to conduct a student-athlete autograph session, a list of guidelines for an autograph session and
a checklist of items needed for the autograph session.

Elements to consider

- **Number of fans** – will there be an adequate number of fans to support an autograph session and make it a positive experience for the participating student-athletes
- **Timing and location** – is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes’ preparation for or participation in the championship (e.g., after each semifinal match concludes, during a highly attended ancillary event surrounding the championship)
- **Equitable participation** – will all participating teams or individual student-athletes from various schools have equal opportunities to participate
- **Student-athlete experience** – this should be a positive experience for all participating student-athletes, so the amount of time they are signing should not be excessive (30-60 minutes); if certain student-athletes will need to sign shortly after they have been eliminated from competition this should be evaluated; the student-athletes overall time commitments for the day should also be evaluated
- **Visibility and promotion** – is the autograph session in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through in-stadium announcements, pre-promotion and signage to direct fans to it

Guidelines

- The host staff will have primary responsibility for coordinating and managing student-athlete autograph sessions and all staff, volunteer, equipment and logistical needs associated with them
- The host staff should work with the NCAA staff point person to determine if autograph session(s) are appropriate, for advice, approval of autograph session plans, look and collateral
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the volunteer coordinator, the facility rep, the event sponsor and/or fire marshal when appropriate
- NCAA (and NCAA Corporate Champion) branding for the autograph area may be provided, please check with your NCAA point person
- Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced
- 30-60 minutes in length
  - May split so each team or groups of individuals sign at separate 30-60 minute periods
  - If a large number of teams or individuals are signing simultaneously, it is recommended that they are split into separate autograph areas to accommodate more fans
- Student-athletes should wear game apparel or matching team issued warm-up gear
- Student-athletes should have easy access to autograph tables or be escorted by staff, volunteers or security to allow for ease of entry and exit
- One item signed per person to keep lines moving (use your own discretion if crowds are sparse)
- Photos with student-athletes discouraged or limited to keep lines moving (use your own discretion if crowds are sparse)
- Space for cue lines and separate exit points which do not interfere with regular venue traffic flow or flow between autograph areas
- LOC staff or volunteers allocated to each autograph area to help form cue lines, keep lines moving, refresh autograph materials, direct people to exits and cut off lines when necessary
- Any autograph materials provided to fans must be produced by or approved by NCAA
- No local sponsorship of student-athlete autograph sessions will be permitted
- A sound system (and/or video board) which can be used in conjunction with the autograph session can be effective in communicating directions, recognizing sponsors and for keeping fans in line
entertained with music (and/or video highlights)

- Consider how fans who do not want autographs can receive the poster or autograph card without standing in line, how teams will receive extra copies of the autograph item and how a sponsor could receive autographed items without standing in line

**Checklist**

- Autograph tables, including skirting (approximately 3 student-athletes per 8’ table)
- Chairs
- Autograph card or poster (provided or approved by the NCAA)
- Pens (Sharpie’s recommended)
- NCAA provided branding items
- Zip ties, tape and other necessary items for affixing banners and signage
- Staff or volunteers (minimum of 2 per autograph area)
- Water or other refreshments for student-athletes (Dasani, Powerade or other Coca-Cola product when possible, otherwise unmarked)
- Security (if appropriate)
- Pipe and drape backdrop behind autograph tables (if appropriate)
- Bike rack or Tensa barrier for lines (if appropriate)
- Easels or other free-standing directional or student-athlete/team identification signs (if appropriate)
- Individual name plate/table tent identifying each student-athlete (if possible and appropriate)
- Floor tape to create arrows or lines on the floor (if appropriate)
- Tents to shade student-athletes (if appropriate)
- Rubber bands for posters (if appropriate)
- Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition (if appropriate)

**In-Venue Entertainment**

NCAA championship hosts are encouraged to explore in-venue entertainment options during the championship to keep fans engaged, excited and to enhance the atmosphere for both the fans and student-athletes. Various potential areas of in-venue entertainment and the guidelines associated with them are discussed below. All forms of in-venue entertainment should show no bias toward or against any participating team, should be appropriate and in good taste, should have no links or resemblance toward gambling and may not include any commercial recognition (unless it is approved recognition of an NCAA corporate champion, partner or official equipment supplier). Please discuss any forms of in-venue entertainment which you would recommend with your NCAA staff point person for suggestions and approval.

**Break in action contests or promotions**

Hosts should consider continuing regular season halftime/quarter break/timeout contests and promotions or creating new, unbiased or non-sponsored versions of these promotions to use during NCAA championships. Guidelines and ideas for consideration:

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier).
- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- No links or resemblance to gambling.
- Participants must be randomly selected.
- No bias toward or against any participating team.
• Campus and venue rules must be considered when developing the contest or promotion.
• NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from Event 1) make good prizes for these contests as prizes with commercial recognition would not be permitted.

National anthem singers
Hosts are encouraged to explore their resources to bring in local, regional or even nationally recognized celebrities or groups to sing the national anthem (e.g., state beauty pageant winners, recording artists with strong local ties, famous local choir groups or bands). Guidelines and ideas for consideration:
• Local groups or personal contacts who could provide this service at no cost are recommended
• No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team)
• A brief description and “thank you” for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included
• Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable), and introduction/applause for the performer

Youth sport team recognitions
The introduction of local youth sport teams on-field before NCAA championships can often add excitement, tie in the community, provide additional PR and help drive attendance through not only the youth athletes, but also their parents, family and friends. This is encouraged if it is appropriate for the championship. Guidelines and ideas for consideration:
• Must be unobtrusive to the competition and allotted warm-up time for the student-athletes
• Youth teams recognized should be younger than high school age to avoid any possible recruiting concerns
• Must not include any commercial recognition (unless approved by the NCAA)
• The youth group being represented must provide chaperones, transportation, and assume all supervision of the youth teams while they are at the championship
• The host should provide detailed information to the youth group regarding parking/drop off procedures, entry to the facility, meeting location, instructions for the presentation, seating after the presentation, etc.
• The host should provide on-field staff or volunteers to guide the youth group through the presentation

Enhanced team introductions
Examples of this could include: using special music or video introductions provided by each team, smoke machines or on-field fireworks, inflatable tunnels, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced, local or school bands playing, etc. Guidelines and ideas for consideration:
• Must be appropriate and in good taste
• Must fit safely within given time constraints with no chance of interfering with the competition
• No bias toward or against any participating team and should be equally executed for all participating teams
• Should be discussed with the NCAA point person in advance

Musical entertainment
Participating school bands will be scheduled into the overall championship presentation when they are available. When they are not, the host institution marching band, other school bands or local bands may be appropriate for entertainment during pre-game, halftime or other breaks in the action or for greeting fans in the stadium entrance or other congregating area.

**Affiliated award recognitions**

If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite 90 award winner, coaches’ association player of the year winner, coach of the year, etc.). Please consult with the NCAA point person to determine appropriateness.

**Military involvement**

Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, fly-overs, parachute teams, precision drill teams, etc. Please see Military Involvement page for full description and guidelines.

### SECTION 11 – Commercialism/Contributors

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<th><strong>Space Requirements</strong></th>
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*Activation of Corporate Champion and Corporate Partner Program.* The NCAA may request/require that certain areas of the competition site be made available for use by NCAA Corporate Champions or Corporate Partners (CC/Ps) for the purpose of marketing/promotional events/activities. If such requests are made, the host institution will provide requested space or similar accommodations.

*Local Organizing Committee Hospitality.* If approved by the NCAA, the Local Organizing Committee (LOC) has the option to host specified events during the championship. Commercial identification of any kind at any LOC function is prohibited unless specifically approved by the NCAA. The NCAA must approve all uses of NCAA logos, names, or other graphics (including school logos). The LOC shall submit detailed proposals (e.g. location, date, time, food and beverage, entertainment, budget) to the NCAA for review and approval at least 60 days in advance of the event. Any such events conducted are conducted at the LOC’s expense.

*Other Functions.* To enhance the experience for participating institutions, fans, and alumni during NCAA championships, the NCAA (in conjunction with a third-party agency) may facilitate an official hospitality program in or outside of the competition site.

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<th><strong>Premiums Guidelines</strong></th>
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Competition Venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 90 days prior to the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.

*Laser Pointers.* Laser pointers of any kind.

*Noisemakers.* Artificial noisemakers of any kind including but not limited to, air horns, electronic instruments, inflatable noisemakers, etc. are not permissible. Facility personnel are 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.
**Promotional Items.** Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises.

**Signs, Flags, Banners.** Large signs, flags or banners are not permissible. It is the facility personnel's responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted. In no case may a sign, flag or banner be affixed to the facility.

**Video Camera/Still Camera Policies.** Ticketed patrons shall not bring video equipment into the facility on game days. Still cameras with a lens no longer than four inches are permissible on any day.

**NCAA Corporate Champion and Corporate Partner Program**

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

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

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

For more information and a current list of corporate champions and partners, please click on the following link:

[NCAA Corporate Champions & Partners](#)

**NCAA Trademarks**

NOTE: These general guidelines do not include merchandise designs. All product designs must be submitted through the NCAA’s licensing program administered by the Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff. [Click here for more information about the NCAA licensing program.](#)

1. ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.

2. [Click here for the most current list of NCAA licensed or owned trademarks.](#)

3. Downloads of NCAA logos may be obtained through the [NCAA Digital Library.](#)

4. The NCAA’s position on inclusion of ® and ™ marks is first and most prominent use.

The location of the trademark and how it is used is the primary factor in determining if a trademark symbol should be included in text. If the protected logo location is prominent and the primary focus on the page or product design, an ® or ™ in the text is not necessary. However, if the logo location is
placed lower on the page or is secondary to the message being delivered, an ® or ™ in the text or header (first use only) should be inserted.

In the case of NCAA Women’s Final Four, an ® is required after NCAA and after Women’s Final Four. The NCAA owns "NCAA" and "Women’s Final Four", but "NCAA Women’s Final Four" is not a registered mark in itself: NCAA® Women’s Final Four®.

To further expand, if the NCAA primary logo, which displays the registered mark, is used in a prominent position; NCAA Women’s Final Four would require an r-ball only after the Four because the NCAA has already been identified as a registered mark. NCAA Women’s Final Four®.

5. In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as “N-C-two-A” or in any other fashion.

6. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).

7. There may be no registration of or use of NCAA marks within Internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: www.memberx.edu/ncaa.

**Identification of commercially-named venues on NCAA materials**

- For the purposes of providing information about and promoting the location of an NCAA championship, the venue/competition site of any round of NCAA championships can be printed, in text-only, on any and all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics).

- The logo of a commercially-named venue cannot be used on any materials bearing NCAA logos or trademarks.

- The venue’s name and information (without use of logos) will also be included on the dedicated website that the NCAA will provide to sell tickets.

**NCAA logo use by commercially-named venues**

For the purposes of providing information about and promoting the sale of NCAA tickets, the venue/competition site of any round of NCAA championships is permitted to display (subject to NCAA approval of the graphics) the championship site-specific logo as recognition of the event being held in its facility. The NCAA logo must be in the form of a link to a dedicated web page that will be established and/or assigned by the NCAA championship administrator to sell the NCAA tickets.

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
The one-time logo use is limited to the site’s “home web page” or “event web page”.

The NCAA logo must be placed in a location on the venue’s web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially-named venue). [This is because NCAA Corporate Champions/Corporate Partners and CBS/ESPN have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue’s or the website’s advertisers/sponsors may be used on the home/event web page even with the NCAA’s championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page.

The venue is not permitted to claim to be “the home”, a host or co-host of any session of the NCAA championship.

The logo provided by the NCAA championship staff cannot be modified in any way.

ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

NCAA tradmarked protection language:

NCAA trademarks benefit from consistent “source identification” to the public through basic legal language attributing ownership.

The legal statement should be used on “printed” materials of all types for all NCAA trademarks, except where there is agreement by key staff stakeholders that aesthetic or space limitations prevent legal language. The legal statement is NOT required when the NCAA blue disk or the word NCAA is used alone and part of NCAA-produced materials without any of the conditions below.

Printed items that display logos of other business entities/organizations (i.e., corporate champions/corporate partners, network partners, official suppliers, official licensees, local organizing committees and NCAA members).

Printed items that are produced to be “used” by other business entities/organizations including NCAA members and host institutions.

Printed items produced for advertisement/promotional purposes (i.e., magazine and newspaper ads, NCAA souvenir publication ads, posters, newsletters.)

The NCAA requires protection language as outlined below. This does not have to be prominently displayed language and is expected to be included as some form of “mouse print”.

NCAA and Women’s Final Four are trademarks of the National Collegiate Athletic Association.

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Durenka Robie at drobie@ncaa.org or 317-917-6825.

For blue disc and/or secondary (word) mark, please use:

NCAA is a trademark of the National Collegiate Athletic Association.
For blue disc/secondary marks plus another NCAA trademark, please use (for example):

NCAA and March Madness are trademarks of the National Collegiate Athletic Association.

NCAA, NCAA Sweet Sixteen and Road to the Final Four are trademarks of the National Collegiate Athletic Association.

For Blue Disc/Secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):

The NCAA, March Madness, Men’s Final Four and Women’s Final Four are trademarks owned by the National Collegiate Athletic Association. All other licenses or trademarks are property of their respective holders.

NCAA Licensed Trademarks:

College World Series and Women’s College World Series: The NCAA is the exclusive licensee of these marks, registered by Major League Baseball, in connection with the NCAA Division I Men’s Baseball Championship and the Division I Women’s Softball Championship.

All other licenses or trademarks are property of their respective holders.

Helpful Links:
The NCAA's Advertising and Promotional Standards
NCAA Trademarks
NCAA Trademark Protection Program
NCAA Digital Library
NCAA Corporate Champions and Corporate Partners

Official Championships/Licensee Suppliers

The NCAA licensing program is designed to ensure the quality and consistency of all of the NCAA’s Championship Event merchandise, protect the intellectual property of the NCAA and our member schools, and generate revenue to enhance programs that support NCAA student-athletes.

Any premiums and/or other merchandise that bear NCAA Marks, Brackets, Taglines or other NCAA references must be produced by an official NCAA Licensee or NCAA Official Equipment Supplier. There may be royalties or other related costs associated with such items. If the NCAA is unable to identify a current NCAA Licensee or NCAA Official Equipment Supplier to provide a specific piece of merchandise, the NCAA will work to sublicense (on a short-term basis) a company that can provide the specific item.

For a list of NCAA licensees and official equipment suppliers, please visit www.ncaa.org.

Advertising/Signs/“Look and Décor”

a. Advertising/Banners/Signs/Displays. The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer’s
table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 30). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV’s, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCA brand guidelines and must be approved by NCAA staff in advance.

b. Alcohol/Tobacco/Gambling. All alcohol, tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA.

c. External Signs. All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).

d. Commercially-Named Venues. Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)’ name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).

e. Covering existing signage/product branding. In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.

f. NCAA Corporate Champion and Partner Branding/Recognition. The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer’s table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions & partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

g. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

h. If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans
on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.

i. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

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<th>Temporary Promotional Displays</th>
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<tr>
<td>Unless otherwise reviewed and approved activations from official NCAA Corporate Champions and Corporate Partners, temporary promotional displays are discouraged on property at NCAA championships. Questions related to temporary promotional displays or activity may be directed to the NCAA Championships &amp; Alliances’ Corporate Relations team.</td>
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<th>Advertising</th>
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<td>1. No advertisements shall be displayed on the press tables prior to or during the conduct of the championship.</td>
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<tr>
<td>2. 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 arena proper shall be covered by the facility at its expense, as designated by the NCAA.</td>
</tr>
<tr>
<td>3. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the arena during any session of the championship, without the prior approval of the NCAA.</td>
</tr>
<tr>
<td>4. No advertisements shall be displayed on the field level area walls prior to or during the conduct of the championship, without the prior approval of the NCAA.</td>
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<tr>
<td>5. 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>Local Contributor Program</th>
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<td>Currently, local corporate entities are not permitted to utilize the NCAA’s registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).</td>
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Local contributors may only be referred to as “local contributors of the LOC”. Local contributors may not use the word “official”, “official sponsor of”, or “corporate champion/partner” in any manner. Local
contributors will not receive any in-venue or on-site recognition/branding/exposure, with the exception of small signage in private hospitality locations; in the souvenir (print or digital) game program, and/or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

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

SECTION 12 – Critical Incident Response/Emergency Plan

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<tr>
<th>Preparation</th>
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<td>The facility liaison and NCAA championship manager shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the facility or interruption of the competition. 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 student-athletes and credentialed individuals.</td>
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Each host will be asked to do 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 Competition.** If competition 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 competition schedule also shall be adjusted by the games committee. The committee should review the following procedures for interruption of a game:

**Official Scorer.** Ensure that the score, number of outs, count on batter, position of runners along with all statistics at the time of suspension are accurately recorded.
**Student-Athletes and Coaches.** These individuals should proceed to their respective dugouts, on instruction from the NCAA staff or committee members, retire to the locker rooms or to another locale 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.** Facility 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 competition 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 student-athletes, 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 press box 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 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 in the press box to assess the situation.

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

**Resumption of Competition.** As soon as possible, competition shall be resumed from the point of suspension with adequate warm-up time allotted. 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 competition in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the necessary NCAA specifications.

**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 13 – Drug Testing**

The NCAA is dedicated to fair and equitable competition throughout each round of NCAA championships and strongly supports the drug-testing program established by its membership, to safeguard the health and safety of the participating student-athletes.

**Drug-Testing Expenses**

The proposed budget included in the site coordinator’s manual should be completed and submitted to the National Center for Drug Free Sport, Inc. (Drug Free Sport), before the start of competition, if drug testing is conducted.
testing will occur at the site. The host institution shall submit an Institutional/Host Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement.

Facility Specifications

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

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.

Media Obligations

**Team Championships.** Each team is provided a postgame cooling-off period. At the conclusion of the cooling-off period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. Any student-athlete selected to participate in any postgame news conference is required to attend the news conference first. The student-athlete will be escorted to the drug-testing area after all media obligations have been fulfilled.

Next-Day Testing

**Team Championships Only.** If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than Noon (local time) at the original test site. The host must arrange necessary transportation for teams that elect to test the next morning, or for individuals being tested who need to remain at the facility after other team members have departed.

Participant Notification

Announcing in advance whether drug testing will be conducted at a championship is strictly prohibited. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

**Team Championships.** The drug-testing crew chief will notify the participating team’s representative no earlier than two hours before the start of competition that drug testing will be conducted at the site.

Seating

At team championships, escorts and the drug-testing crew shall sit in the non-playing participant or overflow media seating areas on the days when testing occurs.
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 drug-testing 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.
- **Championships Drug-Testing Site Coordinator Manual.** The championships drug-testing site coordinator’s manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- **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.
  - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
  - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew chief will make arrangements for the crew’s transportation and lodging, but may request the assistance of the site coordinator.
1. **Where is the drug testing facility for this championship?**
   Check with the tournament director, drug-testing site coordinator or the NCAA championships staff member for specific location.

2. **How long does drug testing take?**
   The length of the collection process depends on the student-athlete’s ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arriving at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.

3. **What is an institutional representative?**
   At *team championships* (e.g., baseball, field hockey, lacrosse, etc.), an institutional representative is an individual from the participating institution (designated by his or her institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the pre-championship meeting.

4. **When is the institution notified of drug testing?**
   At *team championships*, an institutional representative from each team will be notified no sooner than two hours prior to the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.

5. **When are student-athletes notified of their selection for drug testing?**
   At *team championships*, immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who have been selected for drug testing.

   In all cases, at the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

6. **When do student-athletes need to report to drug testing?**
   At *team championships*, within one hour after the student-athlete has been notified.

7. **What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?**
   A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.

   If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.

   A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete’s hotel.

   If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

8. **Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?**
   No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.
9. What if we play a late night game (10 p.m. or later start, local time)?

An institution may defer drug testing until the next morning if their game begins at 10 p.m. or later local time.

The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before 10 a.m. local time, the next day.

An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.

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

At team championships, yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.

SECTION 14 – Equipment

### Equipment Information

The NCAA will provide certain championships equipment (sidelines hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. Each championship will receive information from the NCAA pertaining to any equipment that will be provided.

### Cups, Coolers and Water Bottles

Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided at team benches (if applicable) for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. No other cups, cans, coolers or water bottles may be used courtside or in the media areas during championships in which such equipment is provided by the NCAA. If applicable, the host institution/conference may retain the coolers, cooler carts and ice chests after the competition. Participating teams may retain the water bottles and bottle carriers after the competition.

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

### Sideline Equipment Hydration Program

Depending on the championship site, the NCAA and Coca-Cola – a Corporate Champion supporting all NCAA championships – will provide POWERADE branded drinking cups, water coolers, ice chests and, when applicable (depending on the sport), water (squeeze) bottles and cooler carts for the championship. Please note that towels are not part of the equipment provided; any towels used on the sidelines must not contain any corporate logos/marks. Please review the information below as it pertains to the different scenarios that may exist.

### Championship Final Sites and Selected Preliminary Round Sites

All final and selected preliminary round sites will receive POWERADE branded equipment and product. Exact items and quantities will be provided to championship hosts by the NCAA.
If a championship also receives POWERADE branded squeeze bottles, they should be provided to all student-athletes. Non-POWERADE branded squeeze bottles brought by teams/student-athletes will not be allowed.

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

The POWERADE branded equipment must be used and should be positioned in all areas – specifically on or near the team benches/sidelines and in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable). The POWERADE and water products must be made available in any/all areas as referenced above.

On the sidelines and within the competition area, all product should be consumed from the NCAA-provided POWERADE branded water cups or water (squeeze) bottles only.

The host institution/conference may retain the coolers, ice chests and any remaining product after the competition.

**Use of NCAA-Provided Coolers from Previous Years**
The host may use previously supplied equipment from the NCAA, specifically red POWERADE, equipment; however, they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)].

**Preliminary-Round Sites NOT Receiving POWERADE Branded Equipment and Product:**
The host institution may use other items. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

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

**Game Balls**
The Rawlings FSR1NCAA is the official baseball for the tournament.

*Regionals.* Each site will receive a shipment of baseballs (30 dozen per regional site). The host institution may keep all used baseballs. Should a host run out of baseballs, it will be responsible for purchasing additional balls. This shall be a non-reimbursable expense.

*Finals.* Teams will receive two buckets of practice baseballs from Rawlings but should be prepared to furnish their own practice baseballs; however, each starting pitcher and bullpen will be furnished a warm-
up ball before each game. The Rawlings FSR1NCAA baseball, the official championship ball, will be used in all championship games. The host must arrange for a ball person to retrieve all foul balls during the tournament. Those balls deemed unfit for play may be given to youth spectators.

For the championship finals, the NCAA shall order 90 dozen baseballs and have them direct-shipped to the host institution.

**SECTION 15 – Competition Site Requirements**

The competition site should be prepared and set in accordance with Rule 1 of the NCAA Baseball Rules.

**Athletic Training**

The host institution must arrange for medical doctors to be available during the championship. Ambulance service, paramedics and a first-aid room must also be available. Nearby hospital facilities must be identified. The umpires’ locker room location will serve as the umpires’ athletic training facility.

**Contracts**

Development and execution of appropriate facility contracts will be the responsibility of the Division II Baseball Committee with the assistance of the NCAA championship manager.

**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, and teams vacating the dugouts shall be encouraged to depart as soon as possible.

**Electrical Requirements**

The facility shall provide the following electrical service, all fed from the same transformer or the same distribution panel:

- Two of 20 amp., 120-volt single phase circuits at the video control position.
- Four of 20 amp., 120-volt single phase circuits in the vicinity of the mult boxes. Two long multiple outlet strips with attached six foot, or longer, power cords shall be available for each circuit.
- At least two of 20 amp., 120-volt single phase circuits at the audio control position.
- Additional circuits as may be required by the audio system company for its power amplifiers. These circuits should also be on the same ground.
- Sufficient power as requested by the lighting company, including 220-volt service, if required. In all cases, lighting should be on a separate circuit from the video and audio and should be grounded separately.

(Note: It is imperative that the video control position, the audio control position and all video/audio distribution box and audio-only distribution box locations be on the same ground.)

**Facility Readiness.** The field should be set up for competition at least two hours prior to each game. The facility must be fully set for competition by Wednesday at 5 p.m. local time (tents, tables, chairs, on-field logos, etc.).
**Games Committee Seats.** Designated committee seating shall be made available.

**Lighting and Sound.** The facility must provide lighting to meet network television standards as determined by the NCAA.

An adequate public address system also must be available and shall be tested prior to the start of competition.

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**Facility Availability**

The competition venue must be exclusively available for practice and competitive sessions throughout the competition.

For regionals, the facility shall be available for use two days prior to the start of the regional until the completion of the competition.

For the championship finals, the facility shall be available not later than 8 a.m. Thursday prior to the beginning of the championship until the completion of the championship.

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**Locker Rooms**

**Teams.** A minimum of two spacious locker rooms, with showers, are preferred for teams. Signs with the teams’ names must be affixed to each respective locker room door. The home team will be permitted to use its original locker room. Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice during all competition. The committee will inspect the locker rooms prior to the first practice. The baseball committee will determine the locker room assignments. Usually these assignments are made based on an institution’s seed.

**Umpires.** One or two rooms, with showers, to accommodate at least six individuals at a time must be available. The room shall be stocked with soft drinks and snacks (e.g., chips, cold cuts, etc.). 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.

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**NCAA Space Requirements**

**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 all practice sessions.

**Entrances.** Each entrance to the ballpark must be staffed by an adequate number of persons. Signage must be posted to clearly identify all entrances. No one should be allowed to enter without a ticket or credential. Staff members must be informed that all student-athletes and coaches must wear identifying pins, or be denied entry into the facility.

**Interview Room.** The interview room should be “dressed” appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for photographers and cameramen at the back of the room; and (e) providing a sound
system. The NCAA will provide a backdrop with the NCAA logos to be hung behind the media dais.

**Media Areas.** The areas used for the media workroom and for press conferences 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 student-athletes. It is preferred that hospitality is located in a separate area in close proximity to the media workroom. Only NCAA, DASANI, POWERADE and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.

**Meeting Room.** A room at the stadium shall be designated for exclusive use by the Division II Baseball Committee to conduct meetings, if needed.

**Player-Guest Entrance.** A gate must be identified to admit patrons holding player-guest tickets.

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

**Parking**

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

a. The host institution shall provide parking spaces for the chair of the Division II Baseball Committee (1), NCAA championship manager (1), NCAA media coordinator (1), umpire coordinator (2), NCAA Division II Baseball Committee (8), and another for media staff (3).

b. 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.

**Scoreboard**

It is preferred that signs with the names of the competing teams should be posted over “home” and “visitor” on the scoreboard.

Scoreboards with message capabilities are not to be used to encourage or attempt to intimidate any of the teams in the championship competition.

**Tobacco Rule**

NCAA rules prohibit the use of tobacco by student-athletes, coaches, umpires and members of the baseball committee during practice sessions and game competition, as well as during other championship activities such as banquets, autograph sessions, press conferences and postgame interviews. The following enforcement procedures shall be followed:

1. During the prechampionship meeting, the chair of the Division II Baseball Committee shall remind the participating coaches of the “no tobacco” rule and the penalties, if violated. He will ask each coach to certify the following:

   a. He and his student-athletes, 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 and the head coach from the contest.

2. During the home-plate coaches’ conference, the crew 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 immediately shall eject that person and the head coach from the contest and report the ejection to the games committee.

4. Violations of this regulation shall be dealt with by the Division II Baseball Committee in accordance with the misconduct provisions of Bylaw 31.1.8.

**Videotaping**

Designate a videotaping area and diagram the location on the facility map, which is to be included in the coaches’ packet. Make it clear to the coaches that they may videotape only their own games; videotaping for scouting purposes is not allowed. Any use of video equipment in the dugout is prohibited during the game [Rule 5-2-(f)].

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**SECTION 16 – Financial Administration**

**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. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information on the host financial report.

**Approval of the Budget**

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

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

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

**Financial Report**

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

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

**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](NCAA.org/Student-Athlete Programs/Health and Safety).

**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. Please note, that if you host a championship, the submission of per diem and/or transportation reimbursement is a separate process and submission from completing the host budgeting and approval process defined above.

**Game Expenses**

**Umpires.** The host institution shall **NOT** be responsible for paying game fees, per diem or transportation expenses for the game officials. In order to more quickly and accurately pay officials for NCAA Championship games, all payments are made through RefPay, an online payment gateway. To be paid for working a championship contest, officials will need to have a RefPay account. Umpires approved to fly will make travel arrangements through the Association’s travel agency, Short’s Travel Management. These expenses will be paid directly by the NCAA via RefPay.

**NCAA Site Representative.** The host institution shall **NOT** be responsible for paying per diem or transportation expenses for the site representatives. The site representative will receive an email to submit to the championship manager for payment.
Lodging Expenses

Umpires (Regionals and Finals). Lodging expenses (room and tax excluding incidentals) should be direct-billed to your institution, for reimbursement. Include the charges (with a copy of the bill) on the NCAA financial report form that you submit within 60 days after the championship.

Regionals ONLY. The host should also secure lodging for the regional advisors.

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

NCAA Site Representatives/Division II Baseball Committee. The NCAA representative’s hotel room and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. All other expenses (i.e., per diem, travel) will be paid directly by the NCAA. Include the charges (with a copy of the bill) on the NCAA financial report form that you submit within 60 days after the championship.

Transportation

Transportation. The NCAA shall pay for the rental of cars for a predetermined number of game officials and the NCAA committee representative(s). The championships staff will make all arrangements directly through Short’s Travel and communicate arrangements to the individuals who have been approved to rent cars.

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).

SECTION 17 – Game/Meet Management

Administrative Meetings

The host institution is responsible for making arrangements for and scheduling the meetings outlined below, and for notifying the participants in the participant manual. The chair of the baseball committee, assisted by the tournament director, should chair the meetings.

A meeting of the coaches of the competing teams, umpires and members of the games committee will be held before the beginning of the tournament to determine home and visiting teams, review ground rules, and discuss any issues that may arise.

Pretournament Coaches Meeting. The chair of the NCAA Division II Baseball Committee (championship) or site Representative (regionals) will conduct a prechampionship meeting prior to the start of competition for coaches of participating teams, directors of athletics, sports information directors and the crew chief. All head coaches and one administrator for each participating team are required to attend. Details of the tournament will be discussed, and credentials will be distributed, and the games committee will be present to answer any questions concerning the tournament operations. (See Appendix B for the prechampionship coaches meeting agenda.)

Umpires Meeting. An umpires meeting shall be conducted with the baseball committee the afternoon prior to the start of competition, to review NCAA policies and procedures, to coordinate assignments and responsibilities, and to explain expense and reimbursement procedures.
National Committee Meeting. The NCAA championship manager will coordinate the NCAA committee meeting schedule and arrangements with the host.

Bat/Ball Crew

It is the responsibility of the host institutions to provide an adequate number of bat/ball crew. Bat/ball crew may be dressed in their own youth league uniforms, which shall be devoid of any national commercial identification. Bat/ball crew shall have sufficient prior experience and an appreciation for the importance of their role at this NCAA competition. The tournament director will emphasize to the bat/ball persons the importance of the event and their duties and responsibilities. Specifically, they will be instructed to remain neutral and serve both teams equally. Bat/ball crew should be at least 10 years of age. Two bat and one ball persons shall be assigned per game. All bat/ball crew must wear protective batting helmets while on the field of play.

Communication

Microphones. The placement of microphones on a team coach or in team huddles and bench areas is prohibited at all NCAA championships.

Radio. The host shall obtain 12 two-way radios to be used by the games committee and NCAA staff during the conduct of the championship.

Competition Times

The national committee, in conjunction with the host, shall determine starting times for all games.

Decorating and Advertising

Signage. There may be no commercial advertising, signs or displays of any kind, including those of NCAA corporate champions/partners, hung, posted or displayed anywhere within the stadium proper (i.e., any area from which the field can be seen, including the scoreboard) during any session of the tournament.

Television/Radio Banners. At televised games, only the NCAA and television and radio banners may be hung (one banner per network). No local/school radio banners are allowed.

Alcohol and Tobacco. No advertisements denoting, publicizing or promoting the sale of alcoholic beverages, tobacco products, gambling publications or services, or any professional sports organizations or teams shall be hung, installed or displayed anywhere within the main seating area during the championship, unless the host is obligated to do so under contract(s) entered into prior to submitting its bid proposal to the NCAA.

Electronic Messages. No electronic board advertising of any kind may be displayed during practice or competition. This includes promotion of upcoming events in the facility. Public-service or promotional messages provided by the NCAA are permissible; all other messages must be approved in advance by the committee liaison.

Institutional Signage. Institutional signage does not need to be covered.

Directional Signs. Directional signs should be posted in all areas used by the participants and the media (e.g., locker rooms, hospitality, etc.).

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. 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.

**Games Committee**

The NCAA Division II Baseball Committee will designate an NCAA representative for each regional site. The host will be notified of this person’s name and contact information. The representative will serve as chair of the games committee, which also will comprise the host institution’s director of athletics (or a designated representative) and any additional persons deemed appropriate. Please determine the representative's arrival and departure times and whether lodging is necessary.

The NCAA representative will conduct a teleconference with the athletics director, head baseball coach and sports information director of each participating institution. The NCAA representative is responsible for setting up this call and will provide each participating institution with a toll-free telephone number and access code to access the call.

For the NCAA Division II Baseball Championship, the NCAA Division II Baseball Committee will serve as the games committee.

**Guidelines for Modifications in Practice and Game Times**

1. Prior to the game, the committee makes the decision with input from the host and the use of local weather reports.

2. For the finals site, make a reasonable effort to get in two games per day and not to play three games in one day.

3. The committee will make every attempt not to start a game before 10 a.m. (noon on Sunday) or after 11 p.m.

4. The committee will attempt to have all games played in the order in which they are scheduled.

5. The committee will be mindful of competitive advantage and student-athlete welfare. (All decisions are subject to change at the discretion of the committee.)

**Home Team Determination**

The Division II Baseball Committee determines the home teams for the first-round contests in the national championship. **Appendix A** list the pairings rotation for 2015 through 2026. The home team is listed first in bold letters. In subsequent games, the home team shall be determined according to the following formula:

1. The institution that has been the home team the fewer number of times shall be designated the home team.

2. If the two teams are equal in this respect but unequal in the number of times they were the visitor, then the team that has been the visitor more often will be designated the home team.
3. If the two teams are equal in the number of times that they have been home and visitor, the games committee or the committee representative shall observe the following procedures in the order stated:

   a. The team that was visitor in its preceding game shall be the home team, unless both teams were visitors in their preceding games.

   b. If the two teams have met previously in that particular tournament, the visitor in the previous game shall be the home team in the game in question.

   c. If the above procedures do not resolve the matter, lot shall determine the home team. The coin toss will be held on the field immediately after the game that caused the situation to develop and both coaches (or designated team representative) are requested to be in attendance.

For the national championship game, the Division II Baseball Committee has predetermined that if one of the championship teams is undefeated, it would be designated as the home team and if both teams are undefeated or have one loss, then the home team would be determined by lot.

### Hospitality

**VIP Hospitality.** A tournament hospitality area should be available. The NCAA will coordinate hospitality opportunities with the host. Hospitality areas shall have a view of the game field wherever possible. Specifically, hospitality will be provided for the following groups: NCAA committee, NCAA staff, key tournament personnel and dignitaries from the host institution or agency. Access control should be provided to this area.

You may be able to get refreshments donated; however, sponsors’ banners are not allowed in an on-site hospitality room.

Coca-Cola, an official NCAA corporate champion, will provide DASANI and POWERADE to the championship site. The host shall take delivery of the product from the local distributor. Use of a competing company’s product must be approved by the NCAA national office.

Alcohol must not be available for consumption at the site of an NCAA championship.

### Lineup

The coach of each team will present a lineup card to the umpire before the start of the game. Each coach is required to have his tentative lineup available for the media one hour prior to game time. If a change is made in the lineup, the coach should notify the plate umpire who will then inform the press box. After the completion of the first-round games, the coaches and umpires should refrain from lengthy home plate discussions.

### Medical Procedures

Each scheduled practice and competition of the NCAA Division II Baseball Championship should include the following:

1. The on-site presence of a person qualified and delegated to render emergency care to a stricken participant.
2. The presence or 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 athletics site and the medical facility for prompt medical services, when warranted. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.

4. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Additionally, emergency information about the student-athlete should be available both at home and on the road for use by medical personnel.

5. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the medical plan.

**National Anthem**

The host institution will determine when the national anthem will be played. Secure singer(s) to perform the national anthem live, play a recorded version or have it played by one of the participating institutions' bands, if applicable (to be determined by a coin flip if there is not mutual agreement). It is recommended that the anthem be played only prior to the first game of the day.

**Personnel**

Official Scorer. The official scorer for each game shall be appointed by the tournament director, and his or her duties shall be as outlined in the 2012-14 NCAA Baseball Rules. The official scorer will receive $20 per game. It is recommended that the Official NCAA Baseball Scorebook be used for all tournament games.

**Ground Rules**

The games committee, in conjunction with the host institution, shall be responsible for establishing the ground rules for the championship. Participating teams shall be provided with a typed copy of the ground rules during the prechampionship meeting. The ground rules shall be reviewed in detail during the umpires meeting prior to each first-round game of the championship. The umpires shall schedule a “walk-thru” of the ballpark Friday prior to the start of competition to review the ground rules, which include the following:

1. **Backstop.** If ball hangs in pad or goes above break, it is dead.

2. **Ballpark.** The ballpark is completely enclosed and ball is in play unless it sticks under fences.

3. **Dugouts.** Everything that hits in front or side and remains in the field is in play. If the ball enters the dugout or hits concrete above, it will be ruled dead immediately. The top surface of the top step at the dugout openings will be out of play.

4. **Foul Poles.** The foul poles are in fair territory and if balls hits pole above fence, it is a home run.

**Practice**

**Regionals.** The host shall develop a practice schedule for the participating teams. Consideration should be given to those teams traveling the furthest or may have late arrivals the day prior.
**Championship Finals.** Practice schedule will be determined and provided to the advancing teams in the participant manual.

During pregame/pretournament practices at the competition site, the team must be in full matching practice or game uniform.

**Practice Balls.** Teams will receive two buckets of practice baseballs from Rawlings but should be prepared to furnish their own practice baseballs.

**Live Scoring**
Refer to the NCAA Broadcast information on [www.ncaa.com/media](http://www.ncaa.com/media).

Each regional host is required to create tournament pages on its website. A prominent link shall be placed on the main athletics page. In addition, the committee strongly encourages hosts to provide live stats and/or live video.

**Stat Crew**
All host sites should use Stat Crew programs to submit statistics for the contests. At the end of each game of day of competition, a packed file from each regional/championship contest must be sent to David Lentz (dlentz@ncaa.org) of the NCAA Statistics Department (ncaastats@ncaa.org). These files should be sent immediately following each contest or day of competition.

**Participant Information**

**Participant Manual.** The host institution is responsible for the creation of a participant manual for all institutions selected to the championship. The participant manual will be emailed to the participating teams prior to competition.

**IMPORTANT:** A draft copy of the participant manual must be sent via email to Eric Breece (ebreece@ncaa.org), NCAA championship manager, for approval.

The manual should include a reminder of the items with which each institution must comply in order to qualify (refer to pre-championship manual). The manual should only include information pertaining to the championship. Information regarding events to be conducted in conjunction with the championship should not be included.

The participating institutions are responsible for their own meal arrangements and expenses. However, it would be helpful to include a list of restaurants or on-campus eating facilities in the participant manual. In the event there is not an adequate number of restaurants in the area where the teams are staying, consideration should be given to special arrangements through the campus cafeteria and/or hotel or motel restaurants.

**Host Personnel**
The host institution is responsible for all operating personnel deemed necessary by the NCAA, including, but not limited to, ushers, ticket-takers, access control personnel, 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 Schedule**
The following pregame schedule is used for all championship games:

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home infield</td>
<td>45 - 37</td>
</tr>
<tr>
<td>Visitor infield</td>
<td>37 - 29</td>
</tr>
<tr>
<td>Field preparation</td>
<td>29 - 12</td>
</tr>
<tr>
<td>Player introduction</td>
<td>12 - 07</td>
</tr>
<tr>
<td>National anthem</td>
<td>07 - 04</td>
</tr>
<tr>
<td>Coaches/umpire meeting</td>
<td>04 - 02</td>
</tr>
<tr>
<td>Home team on field</td>
<td>02</td>
</tr>
<tr>
<td>First pitch</td>
<td>00</td>
</tr>
</tbody>
</table>

Additional Information:
1. The above-mentioned schedule shall be strictly adhered to unless inclement weather or administrative demands on the tournament schedule call for adjustments.

2. Between the last out of the first game and the start of the second game a 0:60 period is allowed, which allows for a 0:15 warm-up period prior to the home team taking infield at 0:45 prior to the start of the game.

3. Team introductions are made prior to each team’s first game of the tournament. The visiting team is introduced first, and the first man shall proceed to a point on the foul line. The remaining student-athletes, coaches, managers and trainers will be introduced and join the first player on the foul line and extend the line toward home plate. The home team shall follow the same procedures 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.

4. The national anthem shall be played prior to the first game of each tournament session.

<table>
<thead>
<tr>
<th>Protest Procedure</th>
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<tbody>
<tr>
<td>The following protest procedure shall be used in all tournament games:</td>
</tr>
</tbody>
</table>

1. Any protest by the coach of a competing team must be made at the time of the action or incident that caused the protest, and before play is resumed;

2. If the game ends (legal contest) in a protestable situation, the offended team has 20 seconds to voice its protest intentions;

3. All protests must be made to the umpire-in-chief; however, if he is not working the game, the home plate umpire shall receive the protest;

4. No protest shall be allowed that involves a judgment decision by an umpire; and

5. All protests must be ruled on immediately by the games committee. The committee shall confer with the umpires before making its decision, and the chair shall make a written report to the chair of the NCAA Division II Baseball Committee.

<table>
<thead>
<tr>
<th>Scouting</th>
</tr>
</thead>
<tbody>
<tr>
<td>As long as a team is a participant in the championship competition, it is entitled to two seats for the purpose of scouting opponents.</td>
</tr>
</tbody>
</table>

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.** Teams may only film from designated areas.
Travel Party/Squad Size

The travel party for the Division II Baseball Championship shall consist of 29 persons. The number of eligible players in uniform shall not exceed 25. At the prechampionship meeting, each coach shall designate the 25 eligible players who will participate in the championship. A roster will be provided to list the 25 players, as well as other personnel to be allowed in the dugout during the game. See Appendix E for a sample of the roster form that should be submitted during the prechampionship meeting.

A MAXIMUM OF 34 TEAM PERSONNEL MAY BE IN THE DUGOUT AREA. This includes 25 eligible players in uniform, seven others in uniform (coaching staff included) and two non-uniformed personnel who regularly have performed functions during the season. Non-uniformed personnel may not participate in pregame warm-ups or game type functions on the field or in the bullpen.

SECTION 18 – Insurance

Liability

If event is held on-campus:

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

If event is held off-campus:

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

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

Notes:
1. All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.
For all NCAA preliminary round competition, unless otherwise stated, the host institution/agency or the NCAA (see sport specific section for details) shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements. The selected hotel properties shall be within no more than 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations.

The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) where another team or the game officials and designated headquarters hotel.

Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution.

Merchandising
The hotel understands that the NCAA exclusively will have first right of refusal to sell products licensed by the NCAA for merchandising at the selected hotels. If the NCAA executes this right, the hotel agrees to provide space in its lobby, tables, electricity, dedicated phone line and a secure storage location for such sales at no charge to the NCAA merchandising agent. The NCAA guarantees that the merchandise will be displayed in a neat, professional manner.

In return, the NCAA merchandising agent will pay to the hotel a percentage of the net sales from the hotel location. Net sales are defined as gross sales minus sales tax and credit card fees. The percentage rate will be a pre-determined, non-negotiable rate included in the contract between the two parties, except as specified in the following sections.

Headquarters Hotel (Finals Only)
An NCAA representative shall designate a headquarters hotel for NCAA representatives and umpires.

A minimum of 18 sleeping rooms shall be blocked to ensure space for all NCAA staff and committee members and umpires required to attend the championship. These rooms shall be reserved beginning Thursday prior to the tournament.

NCAA administrative staff members are responsible for their own charges at the hotel. Room and tax for the Division II Baseball Committee members and umpires shall be master-billed to the host.

Officials and Regional Advisors Lodging
Umpires will stay at a hotel approved by the championship manager while at the championship, separate from any participating teams, and are to arrive not later than 2 p.m., Friday. The crew chief should arrive Thursday. Their rooms will be billed to the host, excluding incidentals, which shall be the responsibility of the umpires.

Regionals ONLY. The host should also secure lodging for a regional evaluator for the duration of competition. The evaluator may be in the same hotel as the umpire crew.
NCAA policies prohibit umpires from fraternizing with participants, coaches and other institutional representatives during the championship.

Team Lodging

The host is responsible for reserving hotel accommodations for a traveling party of 30 persons for each visiting team. Generally, the teams arrive one or two days before the competition. In addition, the host institution will be responsible for reserving additional nights' accommodation as needed due to delays in the tournament. The host should reserve a **minimum of 16 double rooms** for each team.

A team rate should be secured at the hotel. If teams are housed in separate properties, the host must negotiate comparable rates at each property. Each team will be responsible for confirming or canceling the arrangements made by the host institution at least 24 hours before its scheduled arrival.

**Institutional Responsibility (Regionals).** Participating institutions are responsible for rooms reserved. If an institution prefers to stay at another hotel, it must (a) obtain a release for the rooms by the hotel manager, or (b) use the rooms for persons accompanying the travel party. If an institution fails to make arrangements for use of rooms with the hotel, full charges for the rooms will be billed to the institution.

**Reservations (Regionals).** The team rooms should be reserved beginning Tuesday, two nights prior to the start of competition. It is possible that a team may not arrive until the night prior to the competition. Each hotel should be informed of this situation. Make additional reservations for members of the official travel parties as requested by visiting teams or the national office.

**Site Representative/Umpires (Regionals).** The NCAA Division II Baseball Committee will appoint a representative who shall serve as the chair of the games committee. If that person does not live in the immediate area, you must make a reservation at a nearby hotel/motel and arrange to have the charges (room and tax only) direct-billed to your institution. These charges shall be included in on your online financial report for reimbursement by the NCAA. The NCAA representative will arrive the day prior to competition, and will depart the day of or the day after the conclusion of the regional.

If umpires’ accommodations are needed, please follow the same procedures as outlined for the site representative. Umpires may not be housed in the same hotel as the participating teams unless no other accommodations are available.

**Institutional Responsibility (Championship Finals).** The participating institutions are responsible for the rooms reserved. If an institution prefers to stay at another hotel, it must (a) obtain a release for the rooms (in writing) from the hotel manager, or (b) use the rooms for persons accompanying the travel party. If an institution fails to make satisfactory arrangements for use of rooms with the hotel, full charges for the rooms will be billed to the institution. Coordinate hotels to have rooms available on Thursday night.

**Reservations.** The team rooms should be reserved beginning Thursday, two nights prior to the competition. It is possible that a team may not arrive until the night prior to the competition. Each hotel should be informed of this situation. Make additional reservations for members of the official travel parties as requested by visiting teams or the national office.

**Early Departure.** The host shall familiarize the properties with the tournament format so the management understands in advance that a non-winning team customarily departs the area after its last game or the next morning.

**Room Blocks.** Every effort should be made to block each team’s rooms together on the same floor.
Booster room blocks should not be on the same floor as the team.

### Special Functions

The host agency or the NCAA representative must block space for any special functions (e.g., prechampionship meeting, reception or press conference) that may be scheduled at the hotel.

### Hotel Information

Hotel information, sales manager, phone and facsimile number, address and room rate must be forwarded to the NCAA national office prior to March 15. This information also should be included in the participant to manual provided each of the participating institutions.

### SECTION 20 – Media Services/Credentials

### Broadcasting /Internet

Please log on to [http://www.ncaa.com/media](http://www.ncaa.com/media) for information regarding broadcast/Internet rights.

### Championship Records

NCAA championship records are available in PDF format at NCAA.org. Once you are logged onto the site, hover over the specific division and click on the statistics link. Click on the appropriate sport and scroll down to the records book section.

### Credentials

For regionals, the host is responsible for providing credentials. The “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at [NCAA.com/media](http://www.ncaa.com/media), should also be visible at credential pickup.

For championship finals, credentials will be designed and produced by the NCAA. Working credentials may be provided to bona fide management personnel, including media representatives and assigned game officials.

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

- **Teams.** The participating teams' are provided 34 passes to accommodate the bench size. In addition to credentials, each team may receive three additional credentials for medical staff, if applicable. NOTE: Athletic trainers do not qualify as medical staff. All credentials should be provided to each participating team’s administrator or coach at the coaches meeting.

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

- **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 NCAA championship competition are subject to the Association’s enforcement procedures if the media coordinator disregards this policy.
Other Television. Television stations and/or networks will be limited to two credentials (one talent and one temporary television) unless a union contract dictates the presence of a sound technician.

Participant Media. The NCAA shall control the issuance of media credentials for each of its championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (2) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (3) other certified media. It may be necessary for host institutions to create auxiliary media seating outside the permanent press box area.

Personnel. Each host SID is responsible for organizing workers to assist in the press operation of the championship. The number of workers will depend on 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. The NCAA will distribute credential boards, print photography policies, news film and minicamera policies, and the following types of credentials:

1. All Access
2. Media
3. Television
4. Photo and armbands
5. Temporary Television
6. Limited Access
7. Event Support
8. Temporary Access
9. Participant Lapel Pins
10. Hospitality

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 the NCAA Broadcast Policies, which can be found on www.ncaa.com/media.

Television Providing Play-by-Play. A total of 50 credentials shall be provided to the entity televising the games and claimed in person by the producer. Please refer to www.ncaa.com/media.

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

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

<table>
<thead>
<tr>
<th>Credential Qualification and Acceptance</th>
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<tbody>
<tr>
<td>Final-Round Site - Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to NCAA.com/media, which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems) There will be training sessions for any SID who doesn’t know how to use the system.The</td>
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</table>
system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, information on media parking, and how to order a phone line if they need to secure their own (whom to contact, price, etc.).

**Preliminary-Round Site** – Preliminary-round/site media coordinators should send a credential request form to members of the local media to determine who will be covering the event.

** Working credentials will not be mailed. The media coordinator should issue credentials individually at an appropriate site at the venue or at the designated headquarters hotel. A government-issued photo ID is required to pick up credentials. Credentials are non-transferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed.

<table>
<thead>
<tr>
<th>Credential Boards</th>
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<tbody>
<tr>
<td>The NCAA will provide credential boards at all final sites. These are to advise security personnel at the competition venue which credentials are allowed into which parts of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.</td>
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<thead>
<tr>
<th>Final Results Books and Statistics</th>
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<tbody>
<tr>
<td>The final results book for team championships should include, at a minimum, final statistics and results as well as a quote sheet from at least the two head coaches (inclusion of at least one student-athlete per team is preferred). For individual/team championships, the media coordinator should include quotes from at least any individual champion(s) as well as from the head coach of the team champion, if applicable. It is preferred to also include quotes from a student-athlete of the team champion and the head coach of the second-place team. The final book also may include a cover sheet, recap, postgame notes, and/or a play-by-play summary.</td>
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The host institution shall provide complete statistics of all NCAA championships competition.

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<tr>
<th>Flip Cards</th>
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<tbody>
<tr>
<td>Flip cards should be provided to all media members for easy reference to participating team information. The flip cards should include all players on the roster and a minimum of their uniform numbers along with the head coach and any assistants. The flip card should include team results as well as standard information regarding the game, such as date, location and opponent.</td>
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<thead>
<tr>
<th>Internet Policy</th>
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</thead>
<tbody>
<tr>
<td>The NCAA website, NCAA.com, serves as the official online resource for NCAA championships.</td>
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</tbody>
</table>

The NCAA and its partners own the Internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

<table>
<thead>
<tr>
<th>Internet Live Statistics</th>
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</thead>
</table>
| The NCAA reserves the right to deny permission to produce live statistics for NCAA championship play. In the event the NCAA takes on the responsibility of producing a live statistical representation from an NCAA championship event, no other entity will be permitted to do so. Live statistics are considered a protected right as part of a bundled rights agreement, referenced above. For clarification purposes, a live statistical
representation includes play-by-play, score updates, shot charts, updated box scores, photos with captions, etc.

In the event the NCAA does not produce live statistics for a specific championship, the host institution is given priority to produce exclusive live statistics. The host institution will be given the same exclusivities the NCAA would reserve for its rights holder in such an instance.

Once it is determined that neither the NCAA or the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted — on a non-exclusive basis — to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

In each case, no commercial advertising is permitted within the live statistics window, unless permission is specifically granted by the NCAA. Any questions pertaining to live statistics should be sent to Nate Flannery, NCAA director of digital and social media (nflannery@ncaa.org).

**Championship Website Guidelines**

NCAA Championships hosts/LOC’s have the opportunity to build their own championship micro-site to house information about local events, restaurants, volunteer info, etc. The URL for this site should not be promoted and will be linked directly through NCAA.com. For complete guidelines, please visit NCAA.com/media and click on “Championship Host Website Guidelines”. See Appendix K.

**Interviews**

**In-Game Interviews.** Any television rights holder wishing to conduct in-game interviews during televised games must receive prior approval from the baseball committee. Further, head coaches have the option of declining in-game interviews.

**Postcompetition Interviews.** Host institutions are required to provide an interview area large enough to meet the media’s needs. Immediately after a 10-minute cooling-off period (i.e.; 10 minutes after a competing team enters its dressing room), an interview area will open to all certified member of the news media; any coach and student-athletes requested by the media will be available for interviews. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of any regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a post-competition interview with the covering media to conduct a program for a single newspaper, radio or television reporter, unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency to enter the dressing room before the 10-minute cooling off period has ended, the dressing room shall be opened to all other media representatives desiring access to the area. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.

Coaches and student-athletes who have been requested for postgame interviews by the media may not conduct interviews prior to the official postgame press conference. Individuals who have not been
requested by the media may conduct interviews outside the main press conference after the 10-minute cooling-off period.

**Media Guides and Postseason Guides**

The NCAA or host media coordinator should notify each school that qualifies for the championship how many media guides and/or postseason guides should be sent to the championship site. The media coordinator should provide an overnight address where the schools can send the information (their office or the facility) and a deadline as to when it should arrive. Consider security when selecting the location where these materials will be shipped.

**Media Accommodations**

*Hotel.* If necessary, the media coordinator should arrange for a block of rooms to be set aside for media, preferably at the headquarters hotel. Media members should be given a contact at the hotel whom they can call to make reservations; this can be listed on the credential application form along with the room rate and deadline for making reservations.

*Meals.* Media meals are not required at all championships. Disbursements should be guided by the budget which was originally submitted by the tournament manager and approved by the NCAA national office.

*Parking.* Media parking is desired at each site, and required at most. The media coordinator should determine if it would be more effective to use parking passes or a parking list. If passes are used, the host institution must generate them. Media shuttle systems may also be used provided any costs are approved in advance by the specific sport committee and NCAA championships staff liaison.

*Work Room.* If necessary, a media work room should be designated at each site, where media members can file stories following competition. The work room should be equipped with telephones, high speed internet lines and/or wireless internet access. In addition, the room should have an adequate amount if seating and electrical outlets.

Each school’s media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

**Media Arrangements**

*Microphones.* The placement of microphones on a team coach or in team huddles and bench areas is prohibited at all NCAA championships.

*Press Area.* Set up tables for the working press as close as possible to the field without interfering with student-athletes and umpires or in the press box. Arrange facilities for two-person radio crews, if appropriate.

*Press Box.* The press box is used for writers and team SIDs. SIDs are asked to indicate their primary writers and seating preference is given to them. In addition, all television and radio origination, public address and scoreboard operators shall be seated in the press box.

Telephones, a copier and a fax machine will be available in the press box, which will be used by the media coordinator, sports information directors, the working press, as well as the games operation personnel (i.e., public address announcer, official scorer, scoreboard operator and play-by-play specialist).
Interview Area. The interview area is designated for all championship interviews. Setup for this room is made through the tournament manager and consists of a long table, curtained background with appropriate logos and seating for a minimum of 10 people. The media area should be roped off, limiting access to spectators and nonparticipating personnel.

The media coordinator is moderator for the prechampionship press conference and the interview coordinator for all postgame and the championship game (if necessary) press conferences. The interview coordinator is responsible for keeping the name cards and placing them on the table before each press conference.

Media Hospitality Area. Arrange for appropriate press hospitality. Drinks, snacks and evening meals will be provided to the media. The media coordinator, in conjunction with the host agency, will supervise this area.

Radio/Internet Audio Coverage. Radio broadcast rights and made-for Internet audio at any NCAA championship may take place only through advance written request and permission of the NCAA broadcast services group. (Refer to the NCAA Broadcast Policies.)

Complimentary Tickets. Media should be reminded that there are no complimentary tickets for the Division II Baseball Championship and any ticket requests should be directed to the host institution ticket office.

Media Guides. Team media guides should be brought to the ballpark prior to the tournament. Sport information directors should be alerted to hold back 10-15 sets for late-arriving media.

Starting Lineups. The head coaches and sport information directors are encouraged to provide lineups to the media coordinator on arrival at the stadium. Lineup sheets, including the names of the umpires, are then distributed in the press box.

### Media Credentials

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites and selected preliminary rounds sites. Hosts should produce credentials for preliminary sites. **PDF templates are available for preliminary round credentials if desired. Please contact Sahar Abdur-Rashid (srashid@ncaa.org) or Jenn Rodgers (jrodgers@ncaa.org) for more information.** If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at [NCAA.com/credentialterms](http://NCAA.com/credentialterms), should also be visible at credential pickup.

The following is a sample of the types of credentials that can be produced, if applicable:

- **All Access** – For event management-type people who need access to every area, including game surface.
- **Event Management** – For event management staff who does not need all access (based on space and demand, it may not be necessary to produce a staff and an all access pass).
- **Media** – For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only).
- **Participant** – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
• Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].

• SID – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).

• Television Network – If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credential to allow them to specific places such as the truck compound.

It is up to the tournament director to determine which areas may be accessed with each credential type.

<table>
<thead>
<tr>
<th>News Conferences</th>
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<tr>
<td>The media coordinator, or a member of the coordinator’s staff, shall attend all press conferences, including any conducted before the start of championship play. A media coordinator can decide to have a pre-championship news conference if the number of media or interest in the championship warrants it. If a formal press conference will be held, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.</td>
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**ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS.** The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

(Note: In the event that a student-athlete has been selected for drug testing, all media obligations must be fulfilled before going to the drug-testing center.)

**Coaches.** The coaches’ prechampionship press conference takes place on Friday at a time TBD. The host media coordinator serves as the moderator and provides a brief introduction, then has each coach give a brief review of his team. The order is determined by the schedule of games. After opening remarks, the floor will be opened for questions from the audience.

**Team Championships with a Formal News Conference**
The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team’s press conference. (Note: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to championship manual for the sport.)

It is mandatory for the head coach and at least one student-athlete to report to the press conference following the cooling-off period. However, media coordinators should request a minimum of two student-athletes. A coach can shorten the cooling-off period but cannot extend it.

As soon as one media member enters a locker room, it will be open to all media members. Locker rooms are open to the media for a minimum of 30 minutes, provided media are present the entire time.

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or Westwood One, but not school radio stations) before the
press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

**Moderator Duties**

1. The moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.

2. Sports information representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.

3. The moderator should open the press conference by asking the head coach for his/her opening statement.

4. After the coach’s comments, the moderator should invite questions from media.

5. If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.

6. Limit the losing team to 10 minutes and the winning team to 20 minutes.

7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

**Press Conference Setup**

Each host media coordinator should designate an interview room or area at the facility, and an individual to coordinate the activities in it. The interview area should have a public address system and an elevated head table.

Media coordinators should use an audio mixer (mix down unit) in the interview area to permit individuals using microphones to attach their equipment to it, eliminating the presence of audio equipment and/or operators in front of, or adjacent to, the speakers at the dais.

The following is a checklist of suggested minimum requirements for the interview room:

- Seating for minimum number of media or VIPs (check with previous host for an approximate number)
- Risers or an area with an unobstructed view for television cameras
- Table for a minimum of 4-6 interviewees
- Sufficient electrical outlets
- Sufficient lighting for dais and work spaces
- Mulf box
- Wireless microphones
For selected NCAA championships, press conference backdrops will be sent to the institution, and microphone flags will be provided by the NCAA. Quotes shall be distributed to the media immediately following each press conference.

**News Film and Mini-Cams**

Please visit www.ncaa.com/media for updated information related to television, video and ENG policies.

**Officiating Questions**

If it is deemed necessary to get an interpretation from an official regarding a specific play or occurrence during a contest, a “pool reporter” shall be named by the NCAA media coordinator or championships staff member, or in the absence of one, the host media coordinator. Interpretations are not given if the situation in question is a judgment call.

The pool reporter shall accompany a member of the sport committee to the official’s locker room to receive an interpretation in order to enhance the public’s understanding of activities that occurred during the contest.

In most cases, the head official will provide the interpretation on behalf of the officiating crew. In the instances in which a playing-rules liaison, secretary-rules editor or the coordinator of officials is onsite, they are able to answer the questions instead.

The host or NCAA media coordinator will be responsible for disseminating the information to the rest of the media present. In most cases, the media coordinator should designate either the reporter from the Associated Press or the local newspaper as the pool reporter.

**Personnel**

Each media coordinator is responsible for organizing workers to assist in the media operations of the championship. It is important to remind volunteers that they may see very little of the championship competition because of their responsibilities and the NCAA cannot pay any expenses. All volunteers should be a minimum of 16 years or older and may not be employees of professional sports organizations. It is preferred that all media volunteers have experience with media relations or championships.

The number of workers will depend upon the media demand for the games at the site. Communication with the participating SIDs and the media coordinator’s knowledge of the area media will help with advance planning.

The following is a basic list of duties for volunteers (if applicable):

- *Copy Machine Personnel* – Photocopies materials (stats, notes, quotes, etc.).
- *Credential Distribution* – Pass out credentials to the media; check government-issued photo ID.
- *External PA* – Announcer for fans.
- *Internal PA* – Announcer for the media.
- *Locker Room Attendant* – Person to identify when the locker room is open and closed to the media.
- *Note Takers* – Compiles worthy notes during and after the game or day.
- *Photo Marshall* – Makes sure photographers stay in appropriate places. Hands out photo armbands, if necessary.
- *Press Conference Moderator* - Introduces players and coach; directs questions from media.
• **Quote Takers** – Records postgame quotes from the press conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.

• **Results Disseminator** – Transmits stats, notes, quotes, through appropriate delivery means (e-mail, fax, etc.).

• **Runner(s)** – Distributes photocopied materials (stats, notes, quotes, etc.).

• **Spotter** – Helps the official scorer identify assists and any other assistance for official scorer.

• **Stat Crew** – Records the official stats.

• **Team Escorts** – People to escort the coaches and student-athletes to the postgame press conference.

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<th>Press Conferences</th>
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<tr>
<td>1. <strong>Coaches.</strong> The coaches’ prechampionship press conference takes place on Friday at a time TBD. The host media coordinator serves as the moderator and provides a brief introduction, then has each coach give a brief review of his team. The order is determined by the schedule of games. After opening remarks, the floor will be opened for questions from the audience.</td>
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2. **Postgame.** After each game and a mandatory 10-minute cooling-off period, each requested coach and/or student-athlete(s) from both teams will be escorted to the interview area. The media coordinator or designee will serve as the moderator.

Coaches of each team must provide the name of the person on their staff who is to be contacted with media requests immediately after each game. Media desiring interviews should submit their requests to the media coordinator. That person will make sure the requested coach(es) and/or student-athlete(s) are available for postgame interviews. [Note: NCAA championship rules dictate equal access to coaches and student-athletes by ALL media immediately after the 10-minute cooling-off period. This precludes any postgame radio shows.]

For all games except the championship game, the non-winning coach and two student-athletes go on first with total time usually not to exceed 10 minutes. The winning coach and a MINIMUM of two student-athletes (and up to five) will follow with the length of the session dictated by the time of day and the number of media present. After the championship game, the winning head coach and student-athletes will precede those from the non-winning team.

After a brief opening statement from the head coach, the session is opened to questions from the media. Members of the media coordination staff will provide winning and non-winning quotes, which are included in game box set.

Media interested in interviewing student-athletes or coaches not part of the official press conference are allowed to access the locker rooms after each game. On doubleheader days, teams and media must not interfere with the second-game preparations 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.

3. **Obligation of Coach.** Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period expires. The coach cannot delay a post-competition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have
the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the championship, the coach and student-athletes may participate in a special interview.

4. **Student-Athletes and Coach.** The SID representing each participant shall escort the coach and student-athletes to the interview area.

5. **Quotes.** Typed quotes shall be distributed to the media immediately after each news conference. It is recommended that one person be assigned to each team so that news conferences are covered in their entirety.

6. **“Selected Media” Policy.** Should a coach permit any single media agency to enter the locker room before the cooling-off period has expired, the locker room shall be opened to all other media representatives desiring access to the area.

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<th>Photographers</th>
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<tr>
<td>1. Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Photographers shall shoot from designated areas, including photo boxes, only. Movement from one box to another may occur between half innings only. Please log on to <a href="http://www.ncaa.com/media">http://www.ncaa.com/media</a> for additional information regarding photography done at the championship or for additional questions regarding championship photography, please contact Levida Maxwell by email (<a href="mailto:lmaxwell@ncaa.org">lmaxwell@ncaa.org</a>) or phone 317-917-6356.</td>
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<tr>
<td>2. Hand-held video cameras may be permitted in the stands as long as they do not obstruct the view of other spectators. Tri-pods and large video cameras may not be used by spectators.</td>
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<td>3. On approval from the NCAA media coordinator, institutional media representatives (sports information director or assistant sports information director) may videotape portions of their competition/warm-ups/award ceremonies from designated areas. Those serving in dual-roles will be issued a media credential and photographer armband.</td>
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<td>For questions regarding championship photography, please contact Levida Maxwell by email (<a href="mailto:lmaxwell@ncaa.org">lmaxwell@ncaa.org</a>) or phone 317-917-6356.</td>
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<th>Photography Area Policies</th>
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<td>The media coordinator shall be prepared to designate “photographer positions,” should media requests warrant it. “Prime” positions should be rotated among members of the media. All special requests (i.e., placing a remote camera on the backboard) must be approved by NCAA staff or site representatives.</td>
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<th>Radio/Internet Audio Coverage</th>
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<td>Radio broadcast rights and made-for Internet audio at any NCAA championship may take place only through advance written request and permission of the NCAA media services group. (Refer to <a href="http://www.ncaa.com/media">http://www.ncaa.com/media</a>.)</td>
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All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto NCAA.com/media then click “2015-16 Audio Policy.”
Scout Video Coordinator

A scout video coordinator is permitted to film the game from an upper video position. (A credential also may be issued to a team videographer; see Section 14.24.) The scout video coordinator will receive a media credential, and may only film the game of the team represented by the video coordinator. Representatives of participating institutions may record the network telecast of any game at the site, using a video distribution outlet in the video distribution area. The institution must provide its own recording equipment.

Seat Assignments

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions.

Security

Security personnel should be instructed to protect the working media areas and interview area, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials.

Social Media Guidelines

The official NCAA social media pages and official hashtags can be found here: http://www.ncaa.org/socialmedia

Host Promotion of Championships. A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, fliers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook and mentions on Twitter. In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships associate director of social media, cdion@ncaa.org.

Top 10 considerations when planning for social media event marketing:

1. Know your social media audience. Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. Encourage community. Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
3. Cross-post. Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. Use images. Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
5. Be concise. This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.
6. Lead your video. You have mere seconds to garner a user’s attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
7. Like or Follow people to help you. Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
8. **Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.

9. **If you hesitate about posting something, you probably shouldn’t.** There are no re-dos in social media. A “delete” doesn’t mean you can delete someone seeing it.

Please send direct questions to Chris Dion, cdion@ncaa.org, or send ideas or news to the general box, socialmedia@ncaa.org.

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**Statistics Reporting to the NCAA**

Each host should e-mail the NCAA media coordination and statistics staff (ncaastats@ncaa.org), the Stat Crew packed file from each NCAA championship game/match upon completion of each day of competition. On the final day, the e-mail should include the all-tournament and Most Outstanding Player selections.

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association’s website, www.NCAA.com. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary. Institutions should send all information as follows:

- E-mail the information to ncaa-content@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 message box
- Attach HTML box score, if available

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**Strobe Lights**

Strobe lights for photography are administered and pooled at the discretion of the NCAA or host media coordinator.

A maximum of three sets of strobe lights may be installed at an arena for media agencies requiring immediate news coverage. Strobe lights for a conventional arena must not exceed 2,400 watt-seconds for each power pack, and the flash duration should be less than 1/1,000-second. A typical approved installation consists of four power packs with tube heads on each pack.

All hanging or installed strobes must be as close to the playing surface as possible, depending upon the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The committee representative or NCAA championships staff liaison will grant final approval relative to the installation of strobes.

If the physical structure of an arena prevents a media agency from meeting these specifications, the agency may petition the specific sport committee for an exception.

No other strobes, including hand-carried units, are permitted in the arena, and no strobe or any other photography equipment may be placed on or attached to a goal standard.

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**Team Videographer**

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one
camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site.

### Telephones/Internet

A minimal number of telephones should be installed in a designated media work room as a tournament expense if approved in advance only if the cell phone service is not adequate. These phones should be limited to credit card, toll free, or incoming calls. The media coordinator should determine the number of telephones (if any) required by evaluating the number of media credentials.

Wireless Internet access must be available at all championship rounds for media use. The host institution may NOT assess an additional “hookup fee” to any media agency. Any wireless charges should be charged to the host or reflected in the proposed budget.

Phones also may be installed in the press box as determined by the media coordinator. The media coordinator can either coordinate all phone line orders or provide the media with a telephone company contact for the site. If a media entity wants its own phone line, it shall be charged the exact cost of the installation. The host institution may NOT assess an additional “hookup fee” to any press agency. Any telephone line charges to the host or NCAA shall be reflected in the proposed budget.

### Television

If an NCAA championship is to be televised, the media coordinator will be notified by the NCAA championships liaison or NCAA media coordinator. This person will relay any needs specific to television, such as power, press row space, etc., to the host media coordinator. Information about NCAA broadcasts can be found online at www.ncaa.com/media.

### Webcasting

For final sites of all non-televised championships, NCAA.com will provide live streaming of the contest. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live webcast. (Note: The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site.) See Appendix L for additional information.

Apply for NCAA Internet streaming rights online at www.ncaa.com/rights-request. Questions about Internet streaming can be directed to Nate Flannery (phone 317-917-6523; nflannery@ncaa.org).

### Television

1. **Local.** All television credential packets (both talent and camera people) should include television restrictions.

2. **Network (if applicable).** The media coordinator and NCAA championship manager make contact with the televising network representatives to request credential lists. The network credentials must be ready for pickup along with media guides and other statistical information.

   Contact with individual teams is handled through each sports information director.

### Working Press Room

The media coordinator is responsible for the working pressroom at the stadium.
1. **Ethernet/Facsimile.** At each site there should be a minimum of two Ethernet connections or wireless (preferred) access. A facsimile machine shall be available at each working pressroom. These machines should not be located in the interview area.

2. **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.

3. **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.

4. **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 competition. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. Equipment operators and technicians also shall be provided and be available for all days of competition as scheduled by the NCAA.

5. **Telephones.** At each site, 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.

6. **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.

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

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**SECTION 21 – Medical Procedures**

Institutions and athletics health care providers should adhere to federal, state and local regulations; NCAA bylaws and sport playing rules; and the NCAA Sports Medicine Handbook. Athletics health care providers for the student-athlete should be appointed by and should report to institution administrators who are independent from coaches (e.g., health center, campus hospital/medical center, student affairs).

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<th>Medical Facilities</th>
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**Ambulance Service.** At the NCAA’s expense, an ambulance shall be provided for event participants on game days. The ambulance should be equipped with advanced life-support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs, and emergency respiratory equipment).

**Biohazard Cleanup.** The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations.

Assemble and maintain supplies for cleaning and disinfection of hard surfaces contaminated by blood or OPIM. Items include personal protective equipment (PPE) (gloves, goggles, mask, fluid resistant gown if chance of splash or splatter); supply of absorbent paper towels or disposable cloths; red plastic bag with
the biohazard symbol on it or other waste receptacle according to facility protocol; and properly diluted tuberculocidal disinfectant or freshly prepared bleach solution diluted (1:100 bleach/water ratio). These kits should be placed on each team’s cooler cart positioned at the end of the team benches.

**General Public.** The facility, at its expense, must provide certified medical personnel (independent of the competition medical staff) and a first-aid room for spectators on game days.

**Hospital.** The host athletic trainer shall identify a hospital, in close proximity, that will be available to participating teams and shall ensure that championship participants will be provided priority care and assistance.

**Participants.** Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution’s athletic trainer) must be present for all practices and games at the facility. The training room must open a minimum of two hours before all practices and games, and remain open one hour after the conclusion of all practices and games. Two physicians (general practitioner and orthopedic surgeon) must be accessible by cell phone or pager during all practices and games and must be on-site during all games.

**Supplies.** All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. This equipment should include, but is not limited to:

- Automated external defibrillator (AED),
- A bag-valve mask, advanced airway tools
- A spine board and other stabilization supplies for the head and neck
- Splints
  - Immobilization splints
  - Immobilizer/knee stabilizer
  - Crutches
- Bleeding control materials, such as a tourniquet and large sterile dressings.
- Ice
- Blood-borne pathogen kit
- Moist hot packs
- Muscle stimulator
- Sharps kit/biohazard trash can
- Ultrasound unit
- Gurney
- First-aid equipment/athletic training supplies
- Suture materials
- Emergency eye care and dental equipment

Sports medicine providers should be trained to use emergency supplies.
**Locker Rooms.** The team locker rooms shall be equipped with hot hydrocutors, biohazard trash cans and sharps containers. The sports medicine staff should be prepared to assist teams with cold baths, whirlpool tubs and exercise bikes. Each locker room or team bench should be equipped with similar equipment (if applicable).

**Communication.** The athletic trainer and physicians should be equipped with a means of radio communication.

**Teams’ Physicians.** Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room. (Refer to Section No. 15-3)

**X-Ray Technicians.** X-Ray equipment and technicians shall be on-site during the championship. Should the institution have equipment in close proximity to the facility (e.g., building next door), this equipment may be used with NCAA approval.

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**Concussions**

The NCAA has adopted legislation that requires each active member institution to have a concussion management plan for its student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions. A student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician’s designee from the student-athlete’s institution. In the absence of a team physician or designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

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**Medical Staffing**

**Host Medical Staff.** It is the responsibility of the host institution/conference to provide medical coverage and care for participating student-athletes. In limited-access venues, the host medical staff will assess and remove from play student-athletes with injuries. Once removed, traveling medical staffs will have access to their student-athletes.

**Travel Party.** Medical personnel may receive credentials for the championship as part of the normal institutional travel roster. It is the responsibility of the participating institution to include medical personnel in their normal credential numbers. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits though institutional funds. Competition site access can be secured by acquiring session tickets though purchase or an institutional pass list. Athletic trainers do not qualify as “medical personnel”.
Access. Medical staff traveling with teams will have access to their team participants through the host medical staff, should an injury occur.

Communication. Contacting the host medical staff before arriving to the championship site is recommended. On arriving, understanding competition site access during the event will help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.

SECTION 22 – 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 student-athletes on promotional materials and host institutional signage should not be used to create a "home" atmosphere.

SECTION 23 – Officials

The NCAA Division II Baseball Committee is responsible for the assignment of umpires for all rounds of the championship.

Confidentiality

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

Administration

The umpires selected to work the Division II Baseball Championship shall report to the Division II Baseball Committee for all matters related to the administration of the tournament. During the conduct of a game, the crew chief shall be in charge.

The umpires must report to the umpire coordinator and the 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

Four umpires shall be assigned to each game, with the exception of the championship game, in which six umpires will work.

The committee reserves the right to adjust all additional assignments to ensure that no umpire works the home plate for the team from his respective region. It is recommended that the host institution for regional and finals competition provide seats for nonworking umpires.

Fees (Officials and Regional Advisors)

For all competition of the NCAA Division II Baseball Championship, the NCAA shall provide payment of fees, per diem and transportation expenses for the umpires selected to work the championship. Each umpire shall be paid a fee, a $45 per diem, and transportation expenses not to exceed coach airfare or 54 cents per mile round trip. (Maximum 1000 miles). In order to more quickly and accurately pay officials for NCAA Championship games, all payments are made through RefPay, an online payment gateway.

Regionals ONLY. Additionally, the NCAA shall provide payments to regional advisors at the conclusion of the championship.
Gifts and Gratuities

Umpires shall not receive any gifts or gratuities in addition to their fees. Each umpire shall, however, receive one copy of the NCAA program (if available) and one ball.

Lodging

Please reference Section 19 for umpires’ lodging requirements.

Patches /Uniforms

NCAA patches will be sent to the host by the NCAA national office for officials to affix to their uniforms. No other patches or emblems are permitted on the officials’ uniforms.

All umpires shall wear gray slacks and similar shirts and, if needed, a navy jacket in all championship games. Umpires also will wear fitted hats, which will be shipped to the regional sites.

Regional Rotation

Beginning in 2011, one umpire from each of the eight regions will be assigned to the final site.

Selection and Notification

The Division II Baseball Committee, based on the recommendations of coaches, regional advisory committee members and the national coordinator for umpires, shall select the umpires for each regional and the eight umpires for the championship finals. Committee members will notify the selected umpires of their assignments.

Umpires selected to work the Division II Baseball Championship must meet the following minimum requirements established by the committee:

1. Minimum of six Division II games worked.
3. Attendance at NCAA regional clinic preferred every year; mandatory every two years.
4. Test score of at least 80 percent.
5. Minimum of five years of collegiate or higher level experience.

The minimum number of games worked may be waived if extenuating circumstances (e.g., inclement weather) reduces the number of games worked.

Notification letters for umpires selected for the championship finals will be sent to all umpires from the national office in March. An acceptance form shall be enclosed with the letter and must be returned to the Division II baseball championship manager at the national office prior to being eligible to work as an umpire in the Division II Baseball Championship.

A follow-up letter will be sent to the umpires from the national office in early May outlining housing arrangements for the championship.

Tickets/Credentials

Umpires working the Division II baseball regionals may request to purchase tickets for family members. Credentials will be provided on arrival at the officials’ hotel. Seating shall be provided for the umpires who are not working.
Umpires working the Division II Baseball Championship may request to purchase tickets for family members from the national office. All ticket requests must be received by May 1 each year. Credentials will be provided on arrival at the officials’ hotel.

SECTION 24 – Programs

This championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days prior to the first day of the event.

All digital programs available can be found at http://www.ncaa.com/gameprograms.

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<tr>
<td>IMG College Responsibilities. Responsible for all program production, including editorial content, layout and design, advertising, and printing.</td>
</tr>
<tr>
<td>Host Responsibilities. Media contact should provide IMG College with text and photos for editorial pages about host institution/venue/city, if requested by IMG College.</td>
</tr>
</tbody>
</table>

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing ad space for sponsors, etc., should contact Doug Iler (doug.iler@img.com).

<table>
<thead>
<tr>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA’s Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use. If you would like this information ahead of time, please contact your NCAA administrator.</td>
</tr>
<tr>
<td>Best Practices</td>
</tr>
<tr>
<td>Below are a few best practices for promoting the championship digital program:</td>
</tr>
<tr>
<td>• Distribute the digital handout to fans</td>
</tr>
<tr>
<td>• Create signage to direct fans to the digital program by using elements on the digital handout</td>
</tr>
<tr>
<td>• Post the link on athletics and school-affiliated websites</td>
</tr>
<tr>
<td>• Share the link on athletics and school-affiliated social media outlets</td>
</tr>
<tr>
<td>• Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplemental Handouts</th>
</tr>
</thead>
<tbody>
<tr>
<td>At championships sites where a digital program is available, IMG College allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:</td>
</tr>
<tr>
<td>• Do not include any advertisements, local sponsor logos, etc.</td>
</tr>
<tr>
<td>• Include the QR code and URL to the digital program</td>
</tr>
<tr>
<td>• Include the NCAA Corporate Champions and Partners imagery</td>
</tr>
</tbody>
</table>
Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report.

All supplemental content is subject to NCAA and IMG College approval.

Questions

If you have any questions, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@img.com) at IMG College.

SECTION 25 – Safety and Security

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices when developing a safety and security program.

The suggestions outlined in Best Practices for Venue Safety and Security are based on practices that are employed by competition venues across the nation. The need and ability to implement them at each facility and event will vary. Properly trained and equipped personnel constitute the primary element of implementing a successful safety and security program.

Best Practices for championships competition venue safety are intended for guidance purposes only; they are not a requirement under NCAA or other regulations or legislation. In addition, because of the wide variety of designs and sizes of competition venues; and composition and profile of particular events, not all Best Practices will be reasonable or applicable.

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form. Items must be submitted once the opportunity to host has been awarded.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

Crowd Control

The host institution is responsible for crowd control. The athletics directors of the competing institutions are expected to communicate with their students and fans to encourage enthusiastic support within the confines of good sportsmanship. Ballpark management must provide adequate security and ushers for effective crowd management. The public address announcer should read the NCAA crowd control statement on Appendix G prior to the start of each game.
At least one uniformed security guard should be at the facility during competition. A uniformed security officer must escort umpires to and from the field. Security measures also should be established for the umpires’ locker room, press areas, post-competition interviews and any other area for which a credential is required.

a. **Dugouts/Dressing Rooms.** Protection must be provided for each team’s dugout and clubhouse, and the umpire’s dressing room.

b. **End of Game.** Security personnel should be assigned to all field gates prohibiting nongame personnel from entering the field or the hospitality area.

c. **Noisemakers.** Artificial noisemakers, air horns, electronic instruments, etc., are not permissible. Ballpark management is responsible for removing instruments from the stadium.

d. **Nonpermissible Items.** The ballpark management is responsible for enforcing the NCAA policies in this area.

e. **Promotional Items.** Promotional items (e.g., 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.

f. **Signs, Flags and Banners.** It is the responsibility of ballpark management to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticket patrons may be permitted.

g. **Umpires.** Umpires should be provided escorts and transportation to the dressing room immediately after the conclusion of each game.

h. **Team Banners.** Signs or banners promoting the participating teams are permissible under the following circumstances:

- They are hung only inside the dugout and outside the field of play (not allowed on the outfield fence);
- The games committee approves them with regard to appearance and content; and
- They include no commercial identification.

Note: For more information on crowd control, refer to the pre-championship manual.

**Personnel**

**Announcer.** The announcer is one of the key ingredients to a successful championship game. An effort should be made to acquire a professional announcer with experience in announcing baseball games. If possible, the announcer should be assisted prior to the competition by a host institution designee, who shall provide typed information on statistics, interesting notes about the participating teams and announcements (e.g., promotional announcements about the next day’s match-ups, etc.).
All announcements should pertain to only the NCAA Division II Baseball Championship. If a special announcement is needed, it should be made only at the direction of the tournament director or the NCAA representative. At no time should local contributors be recognized.

The announcer should be asked to do the following:

- Prepare information beforehand;
- Learn the correct pronunciation of all those involved (student-athletes, student-athletes’ hometowns, coaches, institutional personnel, officials and NCAA committee members);
- Have team statistical information as well as tournament records on hand for easy reference;
- Maintain an unbiased demeanor; and
- Have music suitable for baseball available between innings.

### Players’ 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 ballpark.

### Suspended Play

1. **Length of Games.** All games shall be scheduled nine innings.

2. **Authority to Suspend.** The games committee shall make the decision as to when a game shall be suspended or declared complete. The only situation in which the crew chief may suspend play is if in his opinion the playing surface is unplayable.

3. **Weather Monitoring System.** The NCAA lightning safety guideline will be enforced. As recommended by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports and the National Severe Storms Laboratory, consideration will be given to terminating play when the lightning is six miles away. The NCAA has made arrangements through Telvent DTN to provide a lightning detection and weather monitoring system to all rounds of competition for spring championships. This system will assist the event management staff and the NCAA representatives in case of inclement weather during the championship. WeatherSentry Online is an Internet-based lightning detection and weather monitoring system that does not require any equipment to be shipped to the host site.

4. **Suspension Procedures.** If a game is suspended, the following procedures should be followed:

   a. Prior to the delay, the weather monitoring system should be consulted 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 resume should be provided.

   c. The same information should be relayed to the press box and the televising network.

   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 monitoring system and weather bureau (if available), and the abovementioned 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 the abovementioned groups should be informed when play will resume.

### Weather

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

### Lightning and Weather Detection Service

The NCAA has made arrangements through Schneider Electric (WeatherSentry) to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament director should request to include his/her emails and/or phone numbers via text to the WeatherSentry system so he/she can receive the weather updates. The site representative and tournament director should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the site representative and the tournament director monitor the national storm center forecast using weather.gov or weatherbug.com. It is also recommended that the tournament director make contact with a local meteorologist.

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### SECTION 26 – Ticketing

### Email Databases

The NCAA owns and Turner Sports retains the exclusive right to any NCAA email databases. A championship host (including venue operators) may collect email addresses as a part of its efforts to market/promote and sell tickets to an NCAA championship. Any email addresses collected by a host must be sent to the NCAA within seven business days of a request or within 30 days following the conclusion of the championship if no request has been made. The NCAA retains the right to withhold any honorarium associated with hosting the championship until it has received all email addresses collected as part of marketing/promoting or selling tickets to the championship.

Any email marketing should include opt-in language for receiving more information from the NCAA.

A host institution/conference is permitted to merge any collected email addresses into its own database at the conclusion of the championship. However, a host may not use or create a specific database from email addresses collected as part of its championship hosting obligations.
**Promotions**

The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA.

**Group Sales Opportunities.** Hosts may sell discounted ticket packages to groups. Group sales programs and ticket prices must be approved by the NCAA.

**Breaking of Ticket Books.** All-session ticket books can be broken and sold as single session tickets, if approved in advance by the NCAA.

**Use of Promotional Tickets.** When tickets are used in radio giveaways, the following guidelines apply:

- There may be no implied sponsorship of the championship or contest by the radio station or another corporate entity, with the exception of official NCAA Corporate Champions/Partners.
- Use wording like this when there is no NCAA Corporate Champion/Partner involved: “Be the fifth caller to the radio station and win two tickets to the NCAA championship hosted by the Big 12 Conference March 30 and April 1.”
- Use wording like this when there is an NCAA Corporate Champion/Partner involved: “Enter the (Corporate Champion/Partner Name) Women’s Basketball Ticket Challenge. Tune into WXYZ for a chance to win tickets to the NCAA championship hosted by the University of Washington March 19 and 21.”
- Wording like this is unacceptable: “WXYZ offers you a chance to win tickets to the NCAA championship in the WXYZ morning trivia contest.”

**Ticket Donation.** Host institutions/conferences should distribute a mailing to the local parks and recreation department(s) soliciting donations for the purchase of tickets for children who participate in recreational programs.

**Ticket Mailings.** Host institutions/conferences should send ticket information to the following groups:

- Booster club members
- Season ticket holders
- Previous year’s ticket holders of postseason competition, if applicable
- High school coaches in the area
- Local chamber of commerce and merchants
- Host institution’s faculty, staff and students
- Local youth-group leagues

If a host plans to distribute flyers, in addition to those produced by the NCAA, or to transmit ticket information via an email blast, the material must be approved in advance by the NCAA staff.

**General Ticket Guidelines and Policies**

The committee, prior to the printing, selling or distribution of tickets, must approve the location of all team tickets and seating for bands and spirit squad.

**Admission Policy.** All tickets must be accounted for at face value, and there shall be no complimentary tickets. Faculty members shall be charged regular admission prices. A child, age two or younger, may be admitted free of charge when accompanied by a ticketed adult. However, if a facility has a policy that precludes this practice, the facility policy will be honored.
Complimentary Tickets. No complimentary tickets shall be issued.

Complimentary Admission. The following individuals will receive complimentary admission to the championship (preliminary and final rounds). This admission may be in the form of a credential or pass list, depending on championship responsibilities of the individual:

- President (or designee) and guest.
- Director of athletics (or designee) and guest.
- Conference commissioner (or designee) and guest.
- Faculty athletics representative.
- Senior woman administrator.

Ticket Prices

Price(s). Ticket prices shall be determined by each regional host. Minimum single-game ticket prices for regional competition are as follows:

Box Seat - $6
Reserved - $5
General Admission - $4
Seniors/Students - $3

*A $2 group ticket price (groups of 10 or more) is permitted at the regionals. The host may sell a tournament pass, single-game or day ticket.

Price(s). Ticket prices for the NCAA Division II Baseball Championship shall be determined by the host, with the approval of the Division II Baseball Committee. Suggested ticket prices are:

All-Session .........................................$35

Single Session Tickets (2 games per day)
Presale ..................................................$7
Youth/Senior .........................................$7
Adult ....................................................$10

Service Charges. Computerized ticket agencies may be used for ticket sales only with NCAA approval.

A maximum ticket agency service charge of $2.50 per all-session ticket sold by mail or telephone, plus a $1 per all-session handling fee, may be charged to the consumer. It is suggested that hosts negotiate a more favorable rate if possible, based on the rate charged for other sporting events in the locale. No service charge or handling fee may be charged for box-office purchases.

Ticket Sales, Allocation and Management Plan

Host Responsibility. Hosts are responsible for printing and distributing all tickets within the policies and procedures outlined in this section. Printing expenses are considered permissible games expenses. For on-campus hosts, processing and distribution expenses also are permissible.

Ticket Design and Printing Approval Process. Based on the policies and procedures included in this section, the items noted below should be submitted to the NCAA national office prior to any advertisement or
implementation and not later than March 1. If at all possible, the following items should be submitted at the same time for review.

**Ticket Plans.** Specific plans for ticket sales and distribution (i.e., general admission, preferred seating, reserved seating, timetable, etc.) to all groups not determined by the NCAA (e.g., general public, host institution constituencies, etc.) shall be submitted for approval. Additionally, copies of order forms and ordering instructions should be submitted for approval.

**Design/Printing.** Printing of tickets is a permissible games expense for all sites. Proposed ticket designs (front and back) must be submitted for approval. Hosts should use the NCAA championship logo only in their ticket design. Host institution logos may be included only on the back of the ticket and only if the NCAA logo also is included. The host institution logo may not exceed the NCAA logo in size.

**Ticket Back.** Commercially sponsored ticket backs are not permitted. Unless an exception is approved by the NCAA, the language provided by the NCAA shall be printed on the back of each ticket.

**Special Groups.** The ticket agency service charge and handling fee shall not be applied to group ticket sales (e.g., participating teams, Turner, CBS, NCAA corporate partners). The host institution may negotiate with the ticket agency to exclude other groups from the charges.

**Reporting of Receipts and Expenses.** All service charges and handling charges collected by the ticket agency must be reported as receipts and as unbudgeted expenses on the championship financial report.

**Ticket Related Expenses.** If a computerized ticket agency is used, the host may not include costs associated with ticket operations or distribution as games expenses.

**Payment.** Credit cards may be accepted as a form of ticket payment, and commissions paid to credit card companies shall be submitted as an unbudgeted expense.

**Ticket Back Disclaimer.** See Appendix H for language that must be on the ticket back or be posted at the ticket box.

**Joint Marketing.** Marketing NCAA tournament tickets as part of a package with a host’s regular-season or conference tournament tickets is permitted with prior permission from the NCAA. The sale of NCAA tickets may not be contingent on an individual purchasing regular-season or conference championship tickets made available by the host institution.

**Participating Institutions.**

**Student-Athlete/Coach Admittance.** The NCAA shall provide the participating teams with 34 credentials.

**Player/Guest Ticket(s) Purchase.** Participating institutions are not entitled to complimentary tickets. The participating institutions must first purchase tickets, which then are treated as complimentary tickets for student-athletes’ guests. Tournament directors should establish a "pass gate" for the involved individuals. A designated individual from each participating institution will be responsible for submitting the names to the appropriate individual (to be identified by the tournament director) at the arena. The individuals will proceed through the pass gate to a nearby area (to be determined
by the tournament director) with a table or booth that will accommodate one individual from each institution. At the table, each individual will be identified by a representative of the appropriate participating institution. Each individual will be given a ticket stub and directed to his or her seat.

Each institution shall be responsible for providing a person to staff the player/guest ticket area.

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 not later than 48 hours prior to the start of the tournament. The unused tickets will first be offered to other participating teams before being placed on sale locally.

_Bands/Cheerleaders/Mascots._ Band members, not to exceed 25 in number, and cheerleaders and/or spirit team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform and performing, via the gate list furnished to the host institution. The host shall inform each participating institution of the location of seats that have been designated for band members and/or cheer squads.

_Payment._ Full payment for tickets must be forwarded to the tournament director within 30 days of the last date of competition at the site. Hosts are required to include their vendor identification number on each ticket invoice to allow the participating institutions to expedite payment. If there are any outstanding payments on the 30th day after the competition at that site, the tournament director should notify the NCAA national office with details regarding this delinquency on the same date.

_Team Section._ A special section shall be reserved for members of the competing teams when they are not playing.

_Umpires._ Umpires who are selected to work the championship will be given credentials to enter the stadium throughout the championship.

<table>
<thead>
<tr>
<th><strong>Ticket Backs.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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

2. **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).

<table>
<thead>
<tr>
<th><strong>Ticket Blocks.</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>2017 NCAA Division II Baseball Championship</strong></td>
</tr>
<tr>
<td><strong>TICKET ALLOCATION BREAKDOWN</strong></td>
</tr>
<tr>
<td><strong>GROUP</strong></td>
</tr>
<tr>
<td>NCAA</td>
</tr>
<tr>
<td>Hosts</td>
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<tr>
<td>Teams</td>
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<tr>
<td>-------</td>
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<tr>
<td>Medical/Drug Testing</td>
</tr>
<tr>
<td>ABCA</td>
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<tr>
<td>Bands</td>
</tr>
<tr>
<td>Non-participating team seating</td>
</tr>
</tbody>
</table>

**SECTION 27 – Transportation**

**Participating Institutions**
The NCAA has contracted with GO Ground to provide ground transportation management for all NCAA team championships. GO Ground will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO Ground at 866-386-4951 to make arrangements for ground transportation needs. GO Ground will be responsible for communicating the arrangements to each participating institution.

**Parking**
The host institution is responsible for securing complimentary parking at team hotels for team buses and any courtesy vehicles provided, if possible. The competition venue shall provide a designated complimentary parking area for team buses and courtesy cars at the competition venue.

**SECTION 28 – Volunteers**

**Goal and Recruitment**
A volunteer program for the championship should be implemented to accomplish the following goals:

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

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.

**Apparel**
The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. Main Gate has been selected as the official NCAA volunteer apparel providers for all 2016-17 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.
The championship logo and the licensee’s mark will be embroidered on the apparel. The licensee’s logo may appear on the right chest or sleeve. The licensee’s logo may be no larger than 2 ¼ inches square.

The LOC will distribute uniforms during the required volunteer training sessions to ensure each volunteer’s commitment. When ordering uniforms, the LOC will ensure that apparel includes women’s styles and sizes.

The games management staff, media coordination staff and host media operations staff should be included in overall volunteer numbers and should receive volunteer apparel.

Note: Hosts shall work in collaboration with the championship administrator on the selection, ordering and distribution of volunteer apparel.

**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.
The home team listed in bold letters.

<table>
<thead>
<tr>
<th>Year</th>
<th>Region 1</th>
<th>Region 2</th>
<th>Region 3</th>
<th>Region 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Atlantic v Southeast</td>
<td>East v West</td>
<td>Midwest v South Central</td>
<td></td>
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<tr>
<td></td>
<td>Central v South</td>
<td></td>
<td></td>
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<tr>
<td>2018</td>
<td>South v Atlantic</td>
<td>East v Midwest</td>
<td>Southeast v South Central</td>
<td></td>
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<tr>
<td></td>
<td>West v Central</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2019</td>
<td>West v Atlantic</td>
<td>Midwest v Southeast</td>
<td>South v South Central</td>
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<td></td>
<td>East v Central</td>
<td></td>
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<tr>
<td>2020</td>
<td>Atlantic v East</td>
<td>Southeast v South</td>
<td>South Central v West</td>
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<td></td>
<td>Central v Midwest</td>
<td></td>
<td></td>
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<tr>
<td>2021</td>
<td>Central v Atlantic</td>
<td>Midwest v South</td>
<td>West v Southeast</td>
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<td></td>
<td>East v South Central</td>
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<tr>
<td>2022</td>
<td>Atlantic v Midwest</td>
<td>Southeast v East</td>
<td>South v West</td>
<td></td>
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<tr>
<td></td>
<td>South Central v Central</td>
<td></td>
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<tr>
<td>2023</td>
<td>Atlantic v South Central</td>
<td>East v South</td>
<td>Midwest v West</td>
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<td></td>
<td>Central v Southeast</td>
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<tr>
<td>2024</td>
<td>Southeast v Atlantic</td>
<td>West v East</td>
<td>South Central v Midwest</td>
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<td></td>
<td>South v Central</td>
<td></td>
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</tr>
<tr>
<td>2025</td>
<td>Atlantic v South</td>
<td>Midwest v East</td>
<td>South Central v Southeast</td>
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<td></td>
<td>Central v West</td>
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<tr>
<td>2026</td>
<td>Atlantic v West</td>
<td>Southeast v Midwest</td>
<td>South Central v South</td>
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<tr>
<td></td>
<td>Central v East</td>
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</tbody>
</table>

The pairings are based on a seven-year rotation that began in 2012.
NCAA Division II Baseball Championship

Coaches Meeting Agenda

1. **Introductions and Welcome.**
   a. Teams.
   b. Coaches - introduce personnel.
   c. Sports information directors.
   d. Host institution/host agency.
   e. Games committee.

2. **Review Games Committee Assignments.**
   a. Field representatives.
   b. Umpires.
   c. Team liaisons.
   d. Uniforms - colors.

3. **Team Rosters.**
   a. Squad size (25).
   b. Other uniformed personnel (8).
   c. Nonuniformed bench personnel (2).
   d. Credentials (34).
   e. Dugout protocol.

4. **Umpires.**
   a. Coordinator of umpires.
   b. Ground rules.
   c. Tobacco rule/ejection policy.
   d. Protest procedure.
   e. Halted game rule and severe weather protocol.
   f. Selection procedure.

5. **Game Administration.**
   a. Tournament format.
   b. Practices.
   c. Batting practices (on site/off site).
   d. Pregame format.
   e. Team introductions/awards (finals only).
   f. Videotape policies.
g. Speed guns.
h. Uniforms (logo rule).
i. Determination of home team.
j. Baseballs.
k. Tickets.
l. Team seating.
m. Team parking.
n. Drug-testing statement.
o. Awards presentation.
   (1) Regional trophies.
   (2) Finals.
   (3) All-tournament team.

   a. Game statistics.
   b. Programs/press guides.
   c. Interview policy/cooling-off period/SID's role.
   d. Institutional media contact.
   e. Webcasting/radio.

   Note: All individuals requested for media interviews must remain in the dugout or on the field prior to the press conference.

   a. Training staff.
   b. Training room.
   c. Doctor availability/hospital.

8. Misconduct.
   a. Misconduct statement.
   b. Reasons for disqualification.


10. Clinic.

11. Other Business.
   a. Questions.
   b. Adjournment.
NCAA DIVISION II BASEBALL CHAMPIONSHIP

UMPIRES MEETING AGENDA

The national baseball committee umpire liaison will chair this meeting, reviewing the following:

1. Schedule of events.
   - Umpires must be at the competition site 60 minutes prior to the starting time.

2. Umpires’ uniforms.
   - An NCAA patch, provided to host by the national office, is required for all umpires.

3. Ground rules, fight rule, slide rule, tobacco rule, new rules and points of emphasis (top step of dugout and railings).

4. Procedures for assignment of umpires.

5. Determination of home team.

6. Protest procedures.

7. Team lineups become official when given to the umpire before the game.

8. No fraternizing with coaches or student-athletes.


10. Distribute credentials and explain parking and access to facility (hand out same facility diagram that was in coaches packets).

11. Identify umpire lounge area and refreshment arrangements.

12. Hand out game assignments.

13. Control use of profanity.

14. Inspect playing field and review ground rules on field.
2017 Division II Baseball Championship

Schedule of Events
All times local (Eastern) and tentative

**Wednesday, May 24**
Morning/Afternoon
Committee and NCAA championship manager arrive
NCAA Committee Annual Meeting (at headquarters hotel)

**Thursday, May 25**
All day
Teams arrive

4 p.m. (*tentative*)
Committee Facility walk-through

5:30 p.m.
Administrative meeting with coaches & team administrators (Headquarters hotel)

8 p.m.
Committee meeting/dinner (*TBD*)

**Friday, May 26**
9 to 9:45 a.m.
Practice **Atlantic**

9:55 to 10:40 a.m.
Practice **Southeast**

10:50 to 11:35 a.m.
Practice **Central**

11:45 a.m. to 12:30 p.m.
Practice **South**

12:40 to 1:25 p.m.
Practice **East**

1:35 to 2:20 p.m.
Practice **West**

2:30 to 3:15 p.m.
Practice **Midwest**

3:25 to 4:10 p.m.
Practice **South Central**

3 p.m.
Umpires meeting (*Location TBD*)

7 p.m. to conclusion
Championship Banquet. (*Location TBD*)
Schedule of Events

Saturday, May 27
3 p.m.  
Game #1: *Atlantic (h) vs. Southeast (v)*

7 p.m.  
Game #2: *Central (h) vs. South (v)*

Sunday, May 28
3 p.m.  
Game #3: *East (h) vs. West (v)*

7 p.m.  
Game #4: *Midwest (h) vs. South Central (v)*

Monday, May 29
3 p.m.  
Game #5: *Team A vs. Team B*

7 p.m.  
Game #6: *Team A vs. Team B*

Tuesday, May 30
3 p.m.  
Game #7: *Team A vs. Team B*

7 p.m.  
Game #8: *Team A vs. Team B*

Wednesday, May 31
3 p.m.  
Game #9: *Team A vs. Team B*

7 p.m.  
Game #10: *Team A vs. Team B*

Thursday, June 1
3 p.m.  
Game #11: *Team A vs. Team B*

7 p.m.  
Game #12: *Team A vs. Team B*

Friday, June 2
3 p.m.  
TBA

7 p.m.  
TBA – if necessary

Saturday, June 3
3 p.m.  
TBA

7 p.m.  
TBA – if necessary
APPENDIX E

NCAA DIVISION II BASEBALL
Travel Party Roster

Institution: 

Please list each individual from your institution’s travel party (limit of 29). Please denote eligible student-athletes who will be participating in this tournament contest with an asterisk and list the uniform number after each student-athlete’s name. Student-athletes should be listed in numerical order using lines 1-25.

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|1. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|2. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|3. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|4. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|5. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|6. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|7. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|8. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|9. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|10. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|11. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|12. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|13. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|14. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|15. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

Please list any additional individuals receiving credentials who should have access to the team (limit of 5).

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Medical Personnel Credentials (if applicable):
Please list all medical personnel who will need credentials. NOTE: Athletic trainers do not qualify as medical personnel.

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Individuals on this list will enter through the Team Entrance. Please turn in this list at the coaches meeting.
An 11-player all-tournament team, including the Most Valuable Player, is selected by the media.

The three outfielders selected do not have to play at different positions.

The designated hitter may be someone who hit at that position throughout the championship or a deserving player at a position which already has an outstanding player.

The two pitchers selected may both be left- or right-handed.

The Most Valuable Player also must be a member of your 11-player all-tournament team.

**SELECT ONE PLAYER FOR EACH POSITION**

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<tr>
<th>POSITION</th>
<th>PLAYER</th>
<th>TEAM</th>
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<tr>
<td>Catcher</td>
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<td>First Base</td>
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<td>Second Base</td>
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<td>Third Base</td>
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<td>Shortstop</td>
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<td>Outfield</td>
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<td>Designated Hitter</td>
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<td>Pitcher</td>
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<td>Pitcher</td>
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MOST VALUABLE PLAYER

__________________________
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."

“The NCAA would like to thank our Corporate Champions – AT&T, Capital One and Coca-Cola – and our Corporate Partners – Allstate, Buick, Enterprise, Infiniti, LG, Lowe’s, Northwestern Mutual, Reese’s, Unilever, UPS and Wheat Thins. Their support has enhanced the educational and athletics experiences of our 400,000 student-athletes as well as the NCAA championships program for our student-athletes and for you, our fans.”
2016-17 STANDARD TICKET BACK DISCLAIMER LANGUAGE
Updated 7/12/16

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
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<th>USER ACCEPTS RISK OF INJURY</th>
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<tr>
<td>The ticket purchaser/holder, on behalf of the holder and any minor accompanying the purchaser/holder (individually and collectively, the “Holder”) voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. Every person, two years of age and older, must have a ticket to enter the facility. Entry will be at the facility’s discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. 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 authorized by the NCAA. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. The NCAA reserves the right to limit or restrict the number of tickets that Holder may purchase or possess. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. No re-admittance. No firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder’s image or likeness in connection with any live or recorded transmission or reproduction of such event, for any purpose, including promotional purposes, without further authorization or consideration. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential, or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA’s rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.</td>
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DATES AND TIMES ARE SUBJECT TO CHANGE
ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

Event: ________________________________________________________ (the “Event”)
Participant’s Name (Please print): ________________________________ (the “Participant”)
Participant’s Age: ______________

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

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

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, _______ ________________ or any subdivision thereof, 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, as applicable.

Indemnification and Hold Harmless: The undersigned also hereby agree to INDEMNIFY, DEFEND 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, as applicable.

Permission to Use Likeness/Name: The undersigned further agree to allow, without compensation, Participant’s likeness and/or name 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 ______________ 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.

_____________________________________________________
Signature of Participant                                     Date

_____________________________________________________
Signature of Parent/Guardian of Minor (if Participant is under the age of 18) Date

_____________________________________________________
Signature of Parent/Guardian of Minor (if Participant is under the age of 18) Date
APPENDIX J

NCAA® CHAMPIONSHIPS
HOST MARKETING PLAN

Host Information.

Date: ________________________________

Name: _______________________________ Title: ________________________________

Host Institution/Entity: ________________________________

E-mail: _______________________________ Phone: ________________________________

Host Marketing Team.

Host Institution, Venue and Other (Sports Commission, CVB, etc.) Marketing Team Members (names, titles and contact information for all key contributors to your marketing efforts, including internal and external).

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Role</th>
<th>Contact Information</th>
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Championship Information.

Division:   I    II    III    National Collegiate   

Gender:    Men’s    Women’s    Mixed    Sport    ________________________________

Championship Date(s):

Venue Name: ________________________________ Event Capacity: __________________________

Ticket Sales Information.

List all ticket package options – adult, youth, student, senior, group, family, etc. - and pricing including all-session, and single session, etc.

<table>
<thead>
<tr>
<th>Ticket Type</th>
<th>All-Session Price</th>
<th>Single-Session Price</th>
<th>Other Price</th>
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<tbody>
<tr>
<td>Adult</td>
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<td>Youth</td>
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<td>Student</td>
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<td>Senior Citizen</td>
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<td>Group</td>
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<td>Family</td>
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<tr>
<td>Other</td>
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**Point of Sale Opportunities.** Please describe all ways fans can purchase tickets, e.g., online, telephone, box office.

**Target Markets.** Define your target market based on the dates and times of the championship games you are hosting. Your target market should be specific to your site and identified demographic target. Additionally, you should identify other target markets. Please list in priority order.

General demographics of your target market:
1. 
2. 

Specific target markets:
1. 
2. 

**Marketing Plan Objectives.** Outline your goals and objectives for the championship. Specifically, how do you plan to meet the ticket sales goal and key dates to meet those objectives?

**Host/LOC Resources:**

<table>
<thead>
<tr>
<th>Resources:</th>
<th>Host</th>
<th>LOC</th>
<th>Community (CVB, Chamber of Commerce, Sports Commission, etc.)</th>
<th>Venue</th>
<th>Other</th>
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<tbody>
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<td>Database Name &amp; Size:</td>
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<tr>
<td>Website Address:</td>
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<td>Video/LED Board:</td>
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<td>Print Publications:</td>
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Marketing Plan. Please outline your specific marketing strategies, including all traditional and non-traditional marketing efforts focusing on local, regional and national (if applicable) efforts.

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<tr>
<th>Details (describe activation)</th>
<th>Timeline/Dates</th>
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<td>Grassroots Efforts:</td>
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<td>E-mail Blasts:</td>
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<td>Social Media:</td>
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<td>Cross Promotions During Events:</td>
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<td>Group Sales:</td>
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<td>Online:</td>
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<td>Radio:</td>
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<td>Print Publications:</td>
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<td>Outdoor:</td>
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<td>TV:</td>
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<td>Other:</td>
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Marketing Budget.
Host Marketing Budget from Bid Specs:
NCAA Online Marketing Website Budget:
Total Marketing Budget:

Indicate specific dollar amounts and how funds will be spent below.

<table>
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<tr>
<th>Host Marketing Budget from Bid Specs Allocation:</th>
<th>Budgeted</th>
<th>Actual Cost</th>
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<tr>
<td>Online Marketing Website Budget:</td>
<td>Budgeted</td>
<td>Actual Cost</td>
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**Trade** (List all trade and value below):

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**TOTALS**

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**Host Marketing Timeline.** Please identify specific marketing activations, key milestones and target dates below.

<table>
<thead>
<tr>
<th>Month</th>
<th>Marketing Activation</th>
<th>Milestone/Goal</th>
<th>Target Date</th>
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Thank You!
NCAA Championships Microsite Guidelines

NCAA Championship hosts and LOC’s are welcome to build a city specific microsite to house local information regarding things-to-do, travel tips, restaurants, volunteer info, etc. The primary purpose of the microsite should enhance the fan experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

Please note: the URL for your microsite should not be promoted and will be linked directly through NCAA.com. It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on NCAA.com.

**Dining, Shopping and Attractions**
The following topics are permissible to house within your microsite:
- Local Fan Gathering and Entertainment Locations
- Shopping and Dining
- Special Attractions

**Local News**
The microsite can contain story modules to promote local press releases or additional information pertaining to hosting the event. This should not include information about the competition.

**Venue and Transportation Information**
City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:
- Venue Address
- Venue Parking Map and Details, Google Map
- Venue Security Information
- Public Transportation Options

**Volunteer Information**
The microsite can contain additional details to recruit and register volunteers. A general overview, schedule and registration information are commonly found details within this section.

**Travel Information**
Hotel, car rental and other travel accommodations should link to:
www.NCAA.com/Travel.
Selections, Preliminary Rounds and Broadcast Schedule
All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to NCAA.com with the use of the NCAA.com logo.

Email Sign Up
Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up: http://www.ncaa.com/newsletter-signup/sports

Logo Usage
For championship logos, please submit a request to access the NCAA Digital Library at https://sportgraphics.widencollective.com/t5/login.

Copyrights, Licensing, Trademarks and Corporate Marks
The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

Host cannot promote or click thru to any URL other than NCAA.com.
- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the micro-site.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the micro-site is built within an existing site’s framework, exceptions will be made at the NCAA’s discretion.
- Photos from previous years’ championships can be accessed by submitting a request form here: http://commerce.wazeedigital.com/license/home/ncaa.do
- The micro-site must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: NCAA is a trademark of the National Collegiate Athletic Association.

A complete list of NCAA trademarks and trademark protection can be found by clicking here.

Social Media
All social media icons should like to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at NCAA.com/Social

Mobile Version
The NCAA championship information pages will be mobile friendly. In order for the micro-site to convert to mobile devices, pages will need to be created for use on a mobile site.

Metrics
Host institutions should provide analytics to Nate Flannery (nflannery@ncaa.org) and
Anne Clendenin (aclendenin@ncaa.org). At a minimum, analytics should include the following five categories:

- Referral Pages
- Page Views
- Time spent on site
- Click thru information
- Unique Visits/Traffic Numbers

**Local Contributor Recognition**

The LOC/host institution is able to recognize their local contributors under the following guidelines:

- In text form only
- The NCAA’s logos need to be removed from that specific page.
- The link to this page is not in main or sidebar navigation (bottom navigation only).
- This page is entitled “Local Contributors”.
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the CC/Ps are listed within that text.

**Microsite Examples**

If you would like to review an approved championship microsite please reference one of the following pages:

- Phoenix Men’s Final Four Microsite
- Dallas Women’s Final Four Microsite
- St. Louis DI Wrestling Championship Microsite
- Oklahoma City Women’s College World Series Microsite

Once your site has been developed, please send the URL to Anne Clendenin (aclendenin@ncaa.org) for review and approval.

Should you have any questions, please contact:

Anne Clendenin
Assistant Director, Championships & Alliances
317-917-6643
aclendenin@ncaa.org
WebStream Sports is responsible for video content and live productions at more than 1,000 events annually. Since 2010, in partnership with Turner Sports and NCAA.com, WebStream has provided championship coverage for hundreds of NCAA events. Its team will work with each host to ensure that live video streams from the championship are high quality and stress free.

Network Connection

To deliver a high quality video production, WebStream Sports requires at least 5 Mbps sustained upload speed, with more preferred, dedicated to two wired Internet lines. It is extremely important that the IP network be addressed early in the planning process.

WebStream’s team normally arrives a day or two prior to the event to test network connectivity with Turner Sports. An IT representative from the host should be available to work through any issues.

Equipment Setup

The producer and equipment will need to be located within 100’ of the network ports. All equipment can be set on one or two 8’ tables. Please provide four chairs for announcers and production crew.

Our broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport. In all cases, the cameras are cabled to the production position. WebStream will work with the host to determine the best camera locations. WebStream will request photos and/or a diagram of the venue. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful.

The broadcast equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V outlet. Non-GFI) will suffice.

If available, an audio feed from the public address system should be provided to the production position on an XLR connector.

Equipment Receiving/Shipping

Broadcast equipment will typically be shipped to the site via special courier. The shipment will contain on average 20-22 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. Once the equipment is set, the host will need to identify a location to store empty boxes that can be locked. Following the event, WebStream will coordinate pickup of the equipment.

Crew/Announcers

Turner Sports provides all necessary equipment for a successful broadcast. The production crew and announcers are secured by WebStream Sports. If the host institution already has contacts with local camera operators, a production company or announcers, please pass that information along. WebStream is happy to work with local crews and/or students at host institutions.

Event Specific Accommodations

WebStream Sports will make every effort to accommodate video needs host institutions might have. Identifying these needs early in the planning process is important. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

For more information, please contact:

Andrea Crawford
WebStream Sports
andrea@webstreamsports.com
317-373-1119
Turner Sports Web Operations

Turner Sports in conjunction with CBS will be responsible for setting up all live statistics for the NCAA.com website. Directions, testing protocols, and game settings will be sent out prior to each Championship for the host site to follow to ensure a successful experience.

Host Site Requirements

- Reliable internet connection for the scoring computer
- The latest version of Stat Crew software (please see below)
- Successful test of the software prior to the Championship
- Send Home/Away designations to your live stats contact as soon as you receive them

Stat Crew Requirements

The latest installation of Stat Crew version X.18 needs to be downloaded at least one week prior to the start of the Championship. **Note:** If you need assistance with the software please contact your NCAA Championship Coordinator.

After installing, open Game Reports | Help | About and confirm the date reads July 2016 or later.

(Does not apply to TAS Tennis or Golf.)

For further questions, please contact Stat Crew at support@statcrew.com or (513)-771-4192

Here are reminder steps for XML activation, if it does not automatically activate:

1. Open Game Reports | Live | TASFTP Diagnostic Mode, select the FTP Setup button and make sure “passive mode” is enabled. Click ok to save changes.
2. In Game Reports, select Help | About, make sure version is X.18.
3. Then open Live | Live Setup

Check boxes for:

- Enable XML Stats Feed
- Auto-send FTP
- Auto Copy Files
- Click the Activate button
- Click OK

You should then receive a message that XML has been activated.

Now you are set for live stats with XML data. Complete your FTP destinations and file names before starting the game.

Please ensure all settings are correct and the game ID has been entered correctly.
Testing Protocol

Turner Sports Web Ops or CBS will be in contact with the Host Site approximately one week prior to the start of the Championship in order to test the connection settings. It is imperative that a test is done PRIOR to the start of the Championship. Please make sure someone is available to test from the host site at least two days before the Championship begins.

Game Day Protocol

Turner Sports Web Ops or CBS will send out game day settings after successfully completing the testing protocol. Instructions for game day settings will include:

Gametracker ID:
FTP site: ftp.netitor.com
User ID: fanslive
Password: livestats
XML Filename: (will be provided)
Target Directory: (will be provided)

Note: StatBroadcast will be involved in many of these Championships. The test settings and game settings may change accordingly. More information to come for those Championships.

Troubleshooting Tips

- Please ensure all settings are correct and the game ID is entered and is correct
- Restart Stat Crew
- Check live stats URL to make sure game is live (after the game has started)
- Reach out to your live stats contact

Live Video Streaming Rights Requests (early rounds only)

Turner Sports owns the exclusive rights to stream all NCAA Championships. If Turner elects not to exercise its video streaming rights, then certain Third Parties may request permission to video stream select NCAA Championship events. All requests must be made at
www.ncaa.com/rights-request

All non-commercial broadcasts will be free of charge and those that have commercials will incur a fee of $1,000 per stream. Please make all streaming requests at least 2 days prior to the start of the requested stream (if possible).

Note: All final site events are either televised or streamed live on NCAA.com

Please provide a game day contact number that you can be reached at on the day of the event.

For more information, please contact:
NCAA Web Operations
jason.venson@turner.com
Jason Venson
404-704-2493
ncaawebops@turner.com