2017 NCAA DIVISION I BASEBALL CHAMPIONSHIP
ADMINISTRATIVE MEETING CHECKLIST

This is a checklist for the ADMINISTRATIVE MEETING between competing teams' administrators, head coaches and sports information representatives, and NCAA site representatives for the NCAA Division I Baseball Championship regional and super regional competition.

1. Introductions and Welcome.
   a. Participating teams (identify all personnel attending from each team).
   b. Host institution (tournament manager and event management staff).
   c. NCAA site representatives.
   d. Games committee (determine composition of the games committee).
   e. ESPN.

2. Review Games Committee Assignments.
   a. Explain who will monitor field activities.
   b. Confirm team liaisons (identify person the participating school should contact in case of a problem).

3. Team Rosters.
   a. Credentials (all non-uniformed personnel must be properly credentialed). Individuals in the dugout must be performing official team functions that they have performed during the regular season.
   b. Squad size (27).
   c. Dugout limit (35, plus a bat handler at least 13 years of age. Bat/ball handler must wear a protective helmet regardless of age).
   d. Check for any suspensions.

4. Umpires (NCAA site representatives will cover this area during the administrative meeting).
   a. Provide names of umpires.
   b. Ground rules (umpires will go over the ground rules with the coaches prior to their first game).
   c. Protest procedure.
   d. Inclement weather policies.
   e. Halted game rule.
   f. Assignment procedure (explain that four umpires work each game, six assigned to regional).
   g. Umpire evaluation form for coaches and site representatives.

5. Pre-Game Batting Practice.
   a. Shorts are permissible.
   b. Batting practice jersey/shirts – game numbers required, must be clearly legible.
   c. 2nd game of the day or if inclement weather.

6. Game Administration.
   a. Bat testing procedures.
   b. Dugout determination.
   c. Pregame Timing Schedule - host with all artificial turf fields make final determination if they plan to use the optional two-hour pregame schedule instead of the standard 2:15.
   d. National Anthem before each game.
   e. Team introductions (if necessary).
f. Schedule between games (minimum 55 minutes).
g. Lineups.
h. Videotape policies.
i. Instant replay (super regionals only).
j. Confirm uniforms.
k. Reminder about designation of home team after the first day.
l. Team parking.
m. Clubhouse usage and restroom policy.

7. Media/Sports Information.
   a. Game statistics.
   b. Interview policy/in-game television interviews/cooling-off period/SID's role (explain coaches and student-athletes must be available for postgame conferences).
   c. Television/radio.
   d. All-tournament team (regionals only) – listing only (nothing tangible distributed).
   e. Line-up cards.

   a. Athletic training staff.
   b. Athletic training room.
   c. Physician availability/hospital.
   d. Concussion management policy.

9. Support Services
   • Laundry.


11. Misconduct.
    a. Misconduct statement.
    b. Tobacco.

12. Questions.