



**MEDIA COORDINATOR'S
REGIONAL/SUPER REGIONAL
MANUAL**

INTRODUCTION

The purpose of this manual is to highlight the responsibilities of the media coordinator at each regional and super regional site of the 2025 NCAA Division I Baseball Championship.

Media coordinators should work closely with the sports information directors of each participating team to provide smooth press operation at each site, both for the media and teams.

Although this and the other publications attempt to cover all phases of championship competition, some questions may arise before or during the event. Media coordinators and SIDs should feel free to contact the undersigned concerning any aspects of media operation.

Comments and suggestions are always welcome.

Good luck.

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CHAMPIONSHIP WEBSITE GUIDELINES

NCAA.com will host all championship websites for final round sites. The NCAA media coordination staff will provide a list of information that the host SID will need to provide for the site in question. Hosts are allowed to build a micro site that highlights local information (hotels, places to eat, things to do, etc.). All content for these micro sites, as well as preliminary or regional round hosts that would like to develop their own championship websites, should be approved through Nate Flannery (nflannery@ncaa.org or 317-917-6222).

COMPLIMENTARY TICKETS

No complimentary tickets are available at NCAA championship events. Members of the media desiring "media purchase" tickets should contact the host media coordinator, or someone designated by the SID.

CREDENTIALS

All media credentials for regional and super regional competition are authorized and issued by the host institution at the site of the competition.

NCAA policy **PROHIBITS THE ISSUANCE** of media credentials to the 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. The policy also prohibits the issuance of credentials to professional scouts.

Working credentials should not be mailed. The media coordinator should issue credentials individually at a location designated by the media coordinator and tournament director. A photo ID or some other type of positive identification should be required to pick up credentials.

Guidelines for Credentialing

Subject to limitations of space, credentials may be issued to working members of the media representing recognized outlets in the business of news gathering as their primary source of revenue. This includes a daily or weekly publication, cable system, radio station, television station or television network, or online entity requiring immediate news coverage. More than one representative per agency may be authorized by the media coordinator. For more information, please see page 3 of the [NCAA Media Coordination Manual](#) or review the [NCAA Championships – Media Credentials Criteria](#)

Printing of Credentials

The NCAA will provide all credentials that will be issued to media, ESPN, teams, conference offices, and host game management. The credentials will be shipped overnight after the 16 institutions are chosen to host the Regionals (because of the Memorial Day holiday, shipments will be scheduled to arrive on Wednesday, May 29) and to the eight that will host the Super Regionals (scheduled to arrive by Wednesday, June 5). The NCAA will also provide the labels for media agencies names to be placed on the credentials. The following items will be shipped to each site:

The regional shipment includes:

- 75 “ESPN” credentials
- 200 “Event Management” credentials (use for umpires as well)
- 8 “Conference Administrator” credentials
- 250 “Media” credentials
- 200 “Team” credentials (35 per team for official travel party and extras if needed)
- 735 black lanyards
- 750 labels for credential personalization (25 sheets of Avery 5160)
- 24 “Team Content” armbands (this should be limited to use of two per team per game)
- 50 “Championships” armbands for photographers
- Five credential boards (PDF will be emailed if additional copies are needed)

The super regional shipment includes:

- 75 “ESPN” credentials
- 200 “Event Management” credentials
- 4 “Conference Administrator” credentials
- 250 “Media” credentials
- 100 “Team” credentials (35 per team for official travel party and extras if needed)
- 630 black lanyards
- 750 labels for credential personalization (25 sheets of Avery 5160)
- 12 “Team Content” armbands (this should be limited to use of 2 per team per game)
- 50 “Championships” armbands for photographers
- Five credential boards (PDF will be emailed if additional copies are needed)

DIGITAL RIGHTS OVERVIEW (INTERNET/MOBILE)

Please visit the [Digital and Social Media information site](#) for the most up-to-date policies.

DIGITAL HIGHLIGHTS USAGE POLICY – MEMBER SCHOOLS

All schools including the host media coordinator should review and understand the [Digital Highlights and Footage Use Policy for Participating Institutions and Conferences](#).

DIGITAL HIGHLIGHTS USAGE POLICY – MEDIA, THIRD-PARTY WEBSITES

Media must follow the [Digital Highlight and Footage Use Policy for Media Websites, Niche Sports Websites and Other Third Party Websites](#). Host media coordinators should be sure that all media are aware of these policies.

ELECTRICAL OUTLETS

Some electrical outlets will be required in the working press room (if applicable) and in the press box to assist media representatives utilizing transmission equipment requiring electricity

IN-GAME INTERVIEWS

All coaches should be prepared to be available for interviews. ESPN will be permitted to do in-game interviews with coaches in the fifth inning (subject to change) on a live or tape delayed basis, depending on the coach's preference. These interviews will take place with the head coach remaining in the dugout and communicating with the announcers via headset communication in an effort to not delay the game.

INTERNET POLICY

The NCAA website, ncaa.com, serves as the official online resource for NCAA championships. The NCAA and its partners own the internet rights to all 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.

INTERNET LIVE STATS

NCAA.com is the official destination for live scores and statistics from NCAA Championships. In 2025, NCAA Digital plans to acquire a live StatCrew data feed from all rounds of Division I Baseball Championship. Schools participating in these contests may not display live statistics on their official website, other than by linking to NCAA.com. A member of the NCAA Digital operations team will be in contact with the host institution's media relations director to arrange the live stats feed and testing schedule.

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.

LIVE VIDEO STREAMING RIGHTS POLICY

For the 2025 championship, live video streaming will not be allowed during the championship as the ESPN family of networks will televise all regional and super regional games.

MEDIA HOSPITALITY AND ENTERTAINMENT

If a media dinner is planned, it should be scheduled the evening prior to the competition. Pregame meals are not required. Press souvenirs no longer are permitted at any NCAA championship.

Media hospitality is not required and disbursements for these items should be guided by the budget which originally was submitted by the tournament manager and approved by the Division I Baseball Committee. Budgets cannot be changed without the prior approval of the committee.

NCAA CHAMPIONSHIP PHOTO TERMS AND CONDITIONS

Please review photo policies in the [NCAA Championships Photo Terms & Conditions](#).

FOOTAGE USAGE AND LICENSING (REGIONALS/SUPER REGIONALS)

[Footage Usage Licensing.pdf \(ncaa.com\)](#)

All regional and super regional games will be televised by the family of ESPN networks. No ENG camera crews may film any regional/super regional games. All ENG crews must plug into the ESPN audio/video mult-distribution box and take the feed from the production truck for highlights. The NCAA recommends that the host SID work with the ESPN producer or operations manager to establish the best location to place the ESPN-provided mult-box. The NCAA recommends that host schools find a covered area within 100 feet of the production truck. Please supply two eight-foot tables and adequate power sources for your local TV stations or schools.

PERSONNEL

Each media coordinator is responsible for organizing workers to assist in the press operation of the championship.

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

Such duties as press runners, press conference moderator, quote takers, stat crews, copy machine personnel, etc., should all be coordinated with the tournament manager.

PHOTOGRAPHY AREA POLICIES

The media coordinator shall be prepared to designate a "photographer's area," should media requests warrant it.

No photographers or cameramen will be allowed in the backstop area behind home plate or in the grassy areas in foul territory between the warning tracks and the playing field.

Movement from one photo area to another will not be permitted during an inning. Photographers may move between innings or half-innings, but not during play.

Photographers may take a few moments to move out of the photographers' area immediately following a game for pictures of the players, coaches, team benches, etc., but must not interfere

with teams for second or third games coming into the dugouts, infield practice or the grounds crew.

No tripods, portable or otherwise, will be permitted on the field. Photographers with tripods must station themselves behind the outfield fences or inside photo boxes, if available.

POSTGAME INTERVIEWS

All head coaches and student-athletes shall be available for interviews. However, if a member of the coaching staff or a student-athlete is ejected during the game, the individual(s) may not participate in the press conference.

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, an elevated head table or dais. Host institutions are required to have a designated press conference moderator at the regional and super regional.

Media coordinators should utilize an audio mixer (mix down unit) for the designated interview area to permit individuals utilizing 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.

Following is a quick checklist to consider for the interview setup:

- Permanent structure near the playing field (preferred but not required) or
- Temporary covered structure near playing field
- Seating for a minimum of 25 media
- Risers or an area with an unobstructed view for television cameras
- Table for a minimum of 4-6 for the interviewees
- Moderator
- Quote taker(s)
- Sufficient amplification
- Sufficient electrical outlets
- Mult-Box

Quotes shall be distributed to the media immediately following each press conference.

The sports information director representing each participating institution, working with the media coordinator, should designate an individual to escort the coach and student-athletes to the interview area after a 10-minute cooling-off period.

The postgame press conference format shall specify the losing coach and student-athletes should be scheduled in the interview room before the winning coach and a minimum of two student-athletes and maximum of three student-athletes.

The interview with the losing team generally should not exceed 10 minutes.

EXCEPTION: After game five of the current regional format, the winning team, which is schedule to play game six IMMEDIATELY following (within one hour of the conclusion of the previous contest), shall go first. In this scenario, only the head coach and starting pitcher for the team winning Game 5 should be required to come to the interview room. Both participating SIDs and both coaches should be made aware of the change in postgame order prior to Game 5.

Additionally, if weather causes any disruption in the schedule that would cause a team to play back-to-back games at any point in the regional, the team that must play back-to-back games will be allowed to take part in the postgame press conference first and only the head coach and starting pitcher will be required to attend the postgame press conference.

Regardless of any personal regular-season radio or television contract(s), the losing coach is obligated to the entire press staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period expires. The losing coach cannot delay a postgame interview with the covering media to conduct a program for a single newspaper, radio or television reporter. After fulfilling all commitments to the press staffing the tournament, the losing coach and players may participate in special interviews.

Coaches and student-athletes should not be made available to selected media representatives prior to the conclusion of the 10-minute cooling-off period. The losing coach and student-athletes may, however, immediately report to the interview room and be available to all media representatives staffing the championship. Should a coach permit one media representative to enter the dressing room before the 10-minute cooling-off period has expired, the dressing room will be open to all other media representatives desiring access to the area.

Lastly, if the losing team is eliminated from the regional or super regional, that team MAY be given the option to have more time and allow the winning team to go first in the press conference. This should be determined by the losing team before the end of the game so that the winning team can be notified that they will go first in the press conference. If the losing team does request the additional time in the elimination game, the winning team will have the 10-minute cooling off period and the losing team MUST wait until the winning team's press conference is complete. If the losing team does not request the additional time by the end of the contest, the losing team will be required to make it to the press conference within the 10-minute cooling off period.

The press conference IS a requirement set forth by the NCAA Division I Baseball Committee and ANY failure to comply with these guidelines are subject to misconduct.

PRE-REGIONAL/SUPER REGIONAL PRESS CONFERENCES

A pre-regional press conference with all four head coaches or super regional press conference with both head coaches, may be administered at regional and super regional sites, but it is not a requirement. No student-athletes should be required to attend this press conference.

PRESS PARKING

Press parking is desired at each site, but this decision must be made by the host. If press parking is limited, carpools should be encouraged to permit the greatest use of the parking area. Press shuttle systems also may be used provided any costs are included in the budget submission and are approved by the NCAA Division I Baseball Committee.

PROGRAMS

Learfield will produce a DIGITAL preliminary program only, with the rosters of all 64 teams. Hosts are allowed to produce a flip card or scoresheet for media to quick reference rosters for the two or four teams at its site. All digital game programs can be found [here](#).

RADIO

Please visit [Radio Policy](#) for updated information.

Westwood One will not activate its rights to the Division I Baseball regionals or super regionals. Therefore, space does not need to be reserved for a national radio broadcast.

Space, though, shall be automatically reserved for each participating institution's home radio station as designated by that institution. All other stations in the institution's area will be accommodated on a first-come, first-served basis.

Broadcasts of any tournament game must conform to the general broadcasting policies established by the Association. All stations broadcasting a game will be required to submit the NCAA radio rights online request form. The form can be found with the full [Radio Policy](#).

RESPONSIBILITY TO THE NCAA

Following each game of the regional and super regional, one of the participating teams should be responsible for updating the StatCrew XML to the NCAA statistics database. The host media coordinator should also make arrangements to have the xml emailed to Jeff Williams (jswilliams@ncaa.org), Jenn Rodgers (jroddgers@ncaa.org) and Phil Pierce (ppierce@ncaa.org).

Additionally, PDF files of the box score, play-by-play and another other postgame materials should be emailed to Jeff Williams (jswilliams@ncaa.org), Jenn Rodgers (jroddgers@ncaa.org) and Phil Pierce (ppierce@ncaa.org) or uploaded to the NCAA Baseball Championship Media Information page <https://on.ncaa.com/DIbaseball>. Details for uploading material to the Media Information page will be sent to all teams prior to the start of games.

The sports information director representing the winning team from each of the eight super regionals will be contacted by Jeff Williams to coordinate the winning team's advancement to the Men's College World Series in Omaha. Williams will provide each winning SID with information concerning production of the MCWS program as well as events and responsibilities at the MCWS.

SEAT ASSIGNMENTS

Media coordinators should review seating charts prior to the first day of competition to ensure media agencies that regularly staff games played by the participating and host institutions receive preferred seat locations.

Often a media agency does not continue to staff regional competition once the team it primarily covers has been eliminated from the championship. These seats can be reassigned to media representatives staffing the final competition. A media agency installing a telephone at a designated seat should not be reassigned unless it will not staff the final day of competition.

SECURITY

Security personnel should be instructed to protect the working press areas and interview area especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent upon the media coordinator to emphasize the NECESSITY TO PROTECT THE WORKING PRESS AREAS from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each game.

SPORTS INFORMATION DIRECTORS

The sports information director representing each participating institution shall provide the host media coordinator with a list of media representatives from the institution's geographic area who will staff the event.

Game notes provided by the participating SIDs and the media coordinator are encouraged but not required. To avoid or limit the printing and passing of printed materials, SIDs and media coordinators are encouraged to upload media guides, game notes and other materials to the NCAA Baseball Championship Media Information page at <https://on.ncaa.com/DIbaseball>. Instructions on uploading to this site will be provided to each team prior to the start of games.

STATISTICAL SERVICES

Play-by-play and complete box scores, including pitching summaries and fielding statistics, should be provided to the media, along with coach and player quotes from both teams' post-game press conferences.

Each participant's sports information director should update team and individual statistics after each game, and the statistics should be reproduced and distributed before the team's next competition in the championship. To avoid or limit the printing and passing of printed materials, SIDs and media coordinators are encouraged to upload statistics packets to the NCAA Baseball Championship Media Information page at <https://on.ncaa.com/DIbaseball>. Instructions on uploading to this site will be provided to each team prior to the start of games.

TEAM CONTENT PERSONNEL

Please visit [Team Content Policies](#) for updated information.

Each participating institution may designate two individuals to capture photo and/or video content. The team content personnel will be provided a credential and an armband/vest. They will be permitted to film and/or photograph their student-athletes ONLY while they compete from the designated shooting area(s), as determined by the media coordinator. During competition, team content personnel must follow all rules that apply to any other credentialed media.

PLEASE NOTE: ONLY TWO TEAM CONTENT PERSONNEL SHOULD BE ALLOWED FOR EACH TEAM PARTICIPATING IN A GAME. Additional arm bands are only to be used if arm bands are ripped or unusable for subsequent days.

VIDEOGRAPHER FOOTAGE USAGE

Veritone is the exclusive licensing agent of the NCAA and the library provides member institutions access to the NCAA video and photo archive. Schools wishing to post footage from NCAA championship events are required to maintain an annual Member Institution License purchased from Veritone.

A single project request for footage may consist of up to five minutes of NCAA copyright footage for usage in one project. The project can NOT result in revenue generation. All agreements must be signed in accordance with member institution policies and include the signature of director of athletics or the assistant/associate director of athletics. Digital delivery is free of charge.

- [NCAA Footage usage and licensing policies](#)
- [NCAA Member Institution Footage Purchase Program](#)

TELEVISION (REGIONALS/SUPER REGIONALS)

The ESPN family of networks will televise all regional and super regional games. Please hold five seats in the press box for the ESPN broadcast position. In addition, ESPN will be contacting institutions that may host a super regional with additional questions regarding the facility (e.g. camera positions, lighting, power, etc.).

The NCAA expects institutions to kill any seats necessary to accommodate these camera locations. There may be situations where ESPN's camera position may have to be altered due to a facility design. The NCAA expects ESPN to request a maximum of 60 credentials and a maximum of 30 parking passes. ESPN will have permission to hang two banners within the stadium during a broadcast. A banner cannot be displayed behind home plate. The designated areas for the banners will be communicated after selections.

TELEVISION POLICIES

Please visit <https://www.ncaa.com/media-center/broadcast-services> for updated information related to the NCAA's television and video policies. Once on the webpage, click on the "Broadcast Media Coverage" link to review information on the following topics: • Live Coverage • Videographer Access • 30-Minute Rule • Audio/Video Distribution and Usage • Mult Box How To • Broadcast Announcer Audio • Natural Audio • Satellite Coordinates • News Videographer Access.

WIRELESS

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.

WORKING PRESS ROOM

A working press room may be designated at the regional and super regional but is not required. Please plan to use the [NCAA Baseball Championship Media Information](#) page as a virtual press room. Participating teams will be able to upload notes, press clippings, media guides and statistics directly to this site. Teams can also upload photos, logos or videos if needed.