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CHAPTER 4: Operating Within the NCBA

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PRE-SEASON PAPERWORK

New Teams

Be sure you've submitted your New Team League Participation Agreement and Registration Form and that you have paid your \$600 registration fee. Contact VP of Team Development, Christian.Smith@CollClubSports.com 412-321-8440 x104, to make sure your forms and money have been received and that you are officially a recognized member of the NCBA.

Returning Teams

Submit your Renewal League Participation Agreement along with an updated Registration Form by June 1st. These forms can also be downloaded from the NCBA websites (www.clubbaseball.org or www.clubbaseball.org/Div2) by clicking the "Info" tab.

SCHEDULING

NCBA Season

The NCBA season runs from February 1st-June 30th (inclusive), with the exception of the North Atlantic and Great Lakes Regions and District I, II and IV and V of Division II whose season runs from September 15 – the second Sunday in November and February 15 – June 30th. All NCBA games must be played within this time period. Games played outside of the established time frame are considered exhibition and do not count for teams' records or players' statistics.

The NCBA season is broken down into "Weeks." Each week begins on a Monday and ends the following Sunday. You will not be assigned specific days for your conference/district games. Rather, you will be told what week you are playing your series against each team and who will be the home team. It is then up to you to contact each team in your conference to set up the date(s) and times of your games within the week you are scheduled to play (It is assumed that games are played during the weekend on a specific week).

The Scheduling Request Form

The first step to setting up your schedule is to complete and submit your Scheduling Request Form by the deadline given by your conference/district coordinator. Schedule Request Forms are usually sent out to teams sometime in August each year.

The Scheduling Request Form is a spreadsheet that each team fills out and submits to their conference or district coordinator. This helps the conference or district coordinator to make the conference or district schedule by showing when your team is available to play at home, when you are available to travel, and when you are unavailable for conference games. The Scheduling Request Form can be downloaded from the "Info"



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section of the NCBA websites (www.clubbaseball.org or www.clubbaseball.org/Div2) or you can request that your conference or district coordinator email you one.

Filling Out Your Scheduling Request Form

When filling out the Scheduling Request Form, you should have an academic and athletic calendar at hand. Make sure you are aware of school breaks and sporting events that will prevent you from playing on certain dates. If you share your field with another team (or teams), be sure you know when the field will be available for home games for your team.

In the first open column of the spreadsheet, list whether you would prefer to be home, away, or off for each week. If you have no preference, list “either” or “home/away.” The more available you are the better, so only give a preference if you have a specific reason. Remember, you are only making requests for your conference schedule. If you have already scheduled non-conference games, put “off” in the first column. For weeks in which a preference is not indicated, the conference or district coordinator will assume you have no preference and that your team is available for a home or away series.

In the next column, be certain to list the reason (school break, field availability, non-conference games, weather, etc.) for your preferred location. It is extremely important that your conference or district coordinator knows the reason for your request so that he/she doesn’t think you made it arbitrarily.

In the third column, list how the weather normally is in your area that time of year (the conference or district coordinator may not be familiar). In the final column, list any games or tournaments you may have already scheduled, who they are against, and where they are being played. Submit this completed Scheduling Request Form to your conference or district coordinator via email.

Conference Games

Once the conference or district coordinator has received all of the Scheduling Request Forms, he/she will create a conference schedule. The conference schedule will tell the teams which weeks they are playing, who they are playing against, and who is the home team. As soon as you receive your schedule, begin setting up your conference games.

To set up your conference games, contact the representative of the team you are scheduled to play. Confer with this team rep and decide what day(s) you will play your games during your scheduled week and what times. It is up to the home team to provide the field, umpires, and game balls for the games. Any regulation field may be used (even the away team’s field), but the team that is listed as “home” on the schedule must be home for all three games. You may want to play more than the scheduled number of games, especially if one team is traveling far and spending the night. These additional games will be considered non-conference games.



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Non-Conference Games

After your conference or district schedule has been released, you are encouraged to fill in the openings in your schedule with non-conference games (but be sure to leave some time open to make up any conference games that may get rained out). Non-conference games can be against NCBA teams (even teams in your conference), non-NCBA club teams, or collegiate varsity teams. As you schedule these games, be sure to let your conference or district coordinator know so the games can be added to the website schedule.

If you plan to play games that you don't want counted towards your overall record, these are considered exhibition games and you must notify your conference or district coordinator of them at least two days in advance. Stats and results from exhibition games do not count.

*Remember that your conference games are your top priority. Should you need to make up any conference or district games, you may have to cancel non-conference games to do so or risk being assessed forfeits for the conference or district games.

ROSTER

Online Player Registration

Once you have held tryouts and formed your team, you will need to complete information and paperwork for your roster. Each individual player must complete an Online Player Registration. In order to begin this process, each player must click on the "Login" link in the upper right hand corner of the NCBA websites (www.clubbaseball.org or www.clubbaseball.org/Div2). Division I teams would go to the www.clubbaseball.org and Division II teams would go to www.clubbaseball.org/div2. Once players click the "Login" Tab they then choose "Player Registration Login." Players go through the Player Registration Step by Step. **IT IS VERY IMPORTANT TO STRESS TO EACH PLAYER THAT THEY TAKE THEIR TIME, READ CAREFULLY AND ENTER THE INFORMATION ACCURATELY, OR ELSE IT MAY AFFECT THEIR ELIGIBILITY.** At the completion of the registration on the NCBA website, each player will be redirected to PayPal, where they will be required to pay the \$1.00 registration fee. Once the \$1.00 registration fee is paid, they will be sent a receipt and their registration is then complete. Each player that completes their registration **IS NOT YET ON THE ELIGIBLE ROSTER**, but they will be held in a Registration Queue. Remember, Team Managers that have a Username and Password, are able to view which of their players have completed the online registration process, but logging in and clicking on the "Registration Queue" tab. All players that have completed the Online Registration will be shown here. Players will be added to the Eligible Roster, once the Academic Eligibility Letter is submitted to the NCBA. The Academic Eligibility Letter is described below.

*It can sometimes be difficult to get all the guys to fill out the online player registration in a timely manner, so you may want to hold your first team meeting in a computer lab on campus and have all the guys sit down, and fill them out together.



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Coaches/Managers Waivers

Like previous years, each coach, manager, and trainer must fill out a Coaches/Managers Participation Waiver that is designed for coaches. Anyone who is not a player but will be in the dugout or on the field during NCBA games must complete one of these waivers. The coach's waiver can be downloaded from the "Info" section of the NCBA websites (www.clubbaseball.org or www.clubbaseball.org/Div2) or you can request it via email from your conference or district coordinator. Each waiver must be filled out **completely**, must be **typed**, and then **printed** and **signed**. The completed waivers must then be **mailed** in to the NCBA office.

*Coaches, managers, and trainers will not appear on your team's roster on the website.

Academic Eligibility Letter

An Academic Eligibility Letter must be submitted containing the name of each player on your roster. This letter must list the academic requirements to play in the league as stated in the rules and must affirm that each player meets these requirements. This letter is to be typed and then signed by the Registrar or Director of Rec/Club Sports. You should submit this letter to the Registrar or Director of Rec/Club Sports as soon as you make your roster to make sure you get it back in a timely manner. Once the completed letter is signed, it should also be mailed in to the NCBA office (teams can fax or scan and email the Academic Letter).

The Academic Eligibility Letters in the Appendix as well as on the website (under the "Info" tab) are only samples. If you use one as a template, be sure to completely delete all the sample information (including the signature) and insert your school and players' information before having it signed. Although two different examples are provided, only one letter (in the format of your choosing) needs to be submitted.

Once the NCBA receives the Academic Eligibility Letter, the NCBA will activate all players listed on the Academic Eligibility Letter that are also in the Registration Queue to the Eligible Roster. Once the Roster is listed online, then and only then are the players listed eligible to compete.

Official Roster

Each team's official roster appears on the NCBA website. Anyone who is not on the website is not eligible to play in an NCBA game. A player will not be put on the official roster until that player has completed their online registration and his/her name is listed on an Academic Eligibility Letter. The completion of all players' registration and the Academic Eligibility Letter should be completed no less than **2 weeks prior** to your first NCBA game.

Adding Players

Players may be continually added to your roster up until April 15th or until your roster reaches the 33 player limit. Once your roster reaches 33 players, no more players can be



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added. However, teams can remove no more than 3 players during an NCBA season. To be eligible to be removed from the roster, it must be documented that the player in question has either: graduated, transferred to another college or university, withdrawn from the College or University, or is studying abroad for the spring semester. Also, those players being removed from the roster can only be removed between January 25th and January 31st inclusively.

To add a player, he/she must complete the online registration along with an Academic Eligibility Letter with his/her name on it to your conference or district coordinator. The player is not eligible to play in an NCBA game until he appears on your roster on the NCBA website.

Moving Players from Division II to Division I and vice versa

For schools with both a DI and DII team, they are permitted to move up to a total of 3 players up or down between the DI and DII team in a given NCBA season. No players can be moved more than once in a single NCBA season. Also, the roster spot that is left by a player who has either moved up to DI or down to DII remains filled by the no-longer eligible players and cannot be filled by another player. Therefore, no player can be eligible to play on both the DI and DII teams at the same time. The deadline for players to be moved up to DI from DII is the NCBA roster Freeze date of April 15th. The deadline for players to be moved down to DII from DI is prior to the start of the DI team's 4th played or forfeited conference game of the season.

In order to officially “call up” or “send down” a player, simply notify the Division II District Coordinator and the DI Conference Coordinator in charge of the respecting team via email. The “call up” or “send down” is not official and the player is not eligible to play for the new team until he appears on the Division I or Division II roster (depending on the move) on the NCBA website

PLAYING THE GAME

Uniforms and Equipment

Uniforms

The brand and style of your team's uniform is up to you, but all members of your team must wear matching uniforms. The NCBA has very specific rules on “being in Uniform,” so be sure to read all the rules regarding NCBA uniforms. Effective July 1st, 2014, all NCBA Division I teams will be required to carry two sets of uniforms in contrasting colors. NCBA teams are eligible for at least a 35% discount on Rawlings uniforms. To request a catalog or place an order, you can contact Eric Curitore (412-321-8440 x101; Eric.Curitore@CollClubsports.com) in the NCBA office with uniform questions or visit www.rawlings.com to view uniforms online.



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Hats

Richardson Cap is the “Official Baseball Cap” of the NCBA. All NCBA teams are REQUIRED to wear Richardson Caps featuring the below NCBA logo.



The NCBA is an official vender of Richardson Caps, and all teams must contact the Richardson Sponsor Account Manager, Mitch Conner (Mitch.Conner@CollClubSports.com; 412-321-8440 x105), to place their hat order.

Baseballs

Rawlings is the “The official baseball of the NCBA” (Model Number R1NCBA). The baseball will feature the NCBA logo as well as the commissioner’s signature. All teams will be required to use the official NCBA stamped baseball for all NCBA sanctioned baseball games.

As an NCBA member, each team will receive 5 dozen Official NCBA game balls. At the start of each game, the home team will be responsible for supplying a sufficient quantity of new game balls. Teams may also need to order more game balls or practice balls. To order game balls (\$41/dz) or practice balls (\$25/dz) please the NCBA’s Rawlings Sponsor Account Manager, Eric Curitore at 412-321-8440 x101 or by emailing Eric at Eric.Curitore@CollClubSports.com

Bats

DeMarini is the “Official Bat” of the NCBA. Each NCBA member team will receive two free high end DeMarini BBCOR Certified baseball bats. In addition to the two bats teams receive at the beginning of the year, they will also be offered exclusive pricing on additional purchases. Teams interested in purchasing additional bats will need to contact DeMarini Sponsor Account Manager, Kyle MacDonald at Kyle.MacDonald@CollClubSports.com or at 412-321-8440 x102. For more information on DeMarini bats, check out their website at www.demarini.com.

Equipment

Rawlings is the Official Performance Apparel and Protective Equipment Supplier of the NCBA. All Division I NCBA Member Baseball Teams will receive their choice of either any combination of 8 Rawlings Batters/Coaches Helmets OR a complete set of Rawlings Catchers Gear. Division I Teams will receive an order form in the fall requesting which option they would like. All NCBA member teams can purchase Rawlings Protective Equipment and Performance apparel at exclusive pricing. Teams can contact Rawlings Sponsor Account Manager, Eric Curitore at Eric.Curitore@CollClubSports.com or at 412-321-8440 x101.



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Drugs and Alcohol

As per Rule 18.02.1 of the NCBA Rules & Regulations: “By signing the online liability waiver each player agrees that the use of drugs, alcohol, or any other substances that could cause danger or detrimental effects upon the participant’s performance as a member of this organization is strictly prohibited during NCBA Sanctioned Competition.” This does not include the use of tobacco which, as stated in Rule 21.01.1, “Tobacco use is permitted during **NCBA Sanctioned Baseball Games**, both on the field and in the dugout,” but according to Rule 21.01.2, “The home team may request that tobacco not be used in the dugouts/field and both teams must honor the request.

Game Length

All regular season NCBA Division I sanctioned baseball games are played in a 9-inning format with the exception of double headers which are played in a 7-inning format. All regular season NCBA Division II sanctioned baseball games are played in a 7-inning format. A mercy rule will be in effect for all NCBA games in addition to Regional’s and District Playoffs (excluding World Series games) which, as per Rule 4.06.1, states: “If a team is up by ten or more runs at the end of five or more full innings, that team is declared the winner, and play must be stopped.” Also for Division I 9inning games, rule 4.06.2 states, “If a team is up by ten or more runs at the end of seven or more full innings, that team is declared the winner, and play must be stopped.” It is important that both the teams and umpires are aware of these rules prior to the start of each NCBA game.

For Division I, 9-inning games, if a game is tied at the end of 9-innings the game will continue into extra innings until a winner is determined. For Division I & II 7-inning games, if a games is tied at the end of 7-innings the game will continue into extra innings until a winner is determined.

For Division I, 4.02.4 and Division II Rule 4.02.3, which states that “If a team is winning at the end of five or more full innings and the official declares the game must be stopped due to weather or darkness, the team that is ahead at the end of the last completed inning is declared the winner.

A Halted Game Rule is in effect for all NCBA regular season games. According to Rule 4.02.5 for Division I and Rule 4.02.4 for Division II, “If the score is tied at the end of five or more full innings OR if five full innings have not been played when the official declares the game must be stopped due to weather or darkness, a HALTED GAME RULE will be in effect during NCBA Regular Season play.

The Halted Game Rule occurs when a game that has been stopped prior to five or more full innings being played OR before a winner can be declared because of inclement weather, darkness, light failure or curfew will be continued at the next opportunity as set forth by the Regional Director or District Coordinator. A halted game must resume play at exactly the point of being halted, with the lineups and batting orders of both teams exactly the same, subject to the rules of substitution; any player (or pitcher) who played,



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or was announced as a substitute before the game was halted, must be in the lineup when play resumes or be ineligible for the remainder of the game. A halted game, when resumed will be played until a winner is declared. Stats from this game will not count until the game is concluded and should not be submitted to the league.

Umpires

The home team is responsible for providing umpires for NCBA games. These umpires must be of high school caliber or higher. It is also the responsibility of the home team to provide the umpires with copies of the NCBA Division I or Division II Rules prior to the start of each game. The home team is required to schedule two umpires; however, the game may be played provided there is one approved umpire present. If no umpires have arrived within 15 minutes of the scheduled start time of the game, the home team forfeits the game to the visiting team. If the teams are scheduled to play a doubleheader and the first game is forfeited due to lack of umpires, the home team has an additional 45 minutes from the time the first game was declared a forfeit to get NCBA-approved umpires to the field or the second game is also forfeited to the visiting team.

Rules

It is important that you know all the NCBA Division I or Division II rules but it is also important that you carry a copy of them with the team in case a dispute arises. The home team should not only provide the umpires with a copy of the rules in advance, they should also have a copy in the dugout at all times.

Forfeits

If a visiting team forfeits any NCBA game, as per Rules 23.03.0-23.04.0: In the event that a visiting team should forfeit any **NCBA Sanctioned Baseball Game** to the home team; the visiting team is required to inform the home team and their Conference or District Coordinator via telephone of their intent not to play at least 48 hours in advance of the predetermined start of the first game. Should the visiting team not provide the home team with sufficient notice to cancel umpires and/or field rentals for the game(s) in question, the visiting team assumes financial responsibility for the payment of those umpires and/or field rentals if any cancellation fees are incurred.

If a home team forfeits any NCBA game, as per Rules 23.05.0-23.06.0: In the event that a home team should forfeit any NCBA Sanctioned Baseball Game to the visiting team; the home team is required to inform the visiting team and their Conference or District Coordinator via telephone of their intent not to play at least 48 hours in advance of the predetermined start of the first game. Should the home team not provide the visiting team with sufficient notice to cancel their transportation and/or lodging arrangements for the game(s) in question, the home team assumes financial responsibility for the payment of those transportation and/or lodging costs should any cancellation fees be incurred.



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Should a team forfeit even a single game during the last week of the NCBA regular season, that team will AUTOMATICALLY be placed on probation for the next full NCBA season.

For Division I Teams only, NCBA rule number 23.08.0-23.08.2 states, Effective July 1, 2012 a \$300 Performance Bond will be added to the NCBA DI Annual League Dues. For every un-played conference game that is forfeited, \$100 is deducted from the team's performance bond and that money is used to supplement the regional playoff budget of the regional the team is affiliated with. The performance bond penalty does not apply to non-conference games or forfeited conference games that were played. Since the Performance Bond is \$300 a team can lose no more that \$300 through forfeits in a single season. Lastly, at the end of the NCBA season, the team will have the option to have the remainder of their performance bond returned to them or have it roll over to next season.

Ejections

In the event that a player or coach should be ejected from an **NCBA Sanctioned Baseball Game**, it is required that team's primary representative complete an NCBA Ejection Report and submit it via email to both the appropriate Regional Director and NCBA Commissioner. The team's primary representative has 72 hours from the time of the ejection to complete and submit the Ejection Report. If a team fails to report an ejection within 72 hours of the ejection, the team is automatically placed on probation for the remainder of the season. Upon reviewing the Ejection Report, the NCBA may determine that a further suspension is necessary. Additional suspensions are different for coaches and players. NCBA Rules 22.02.0-22.05.1 describes the different situations where additional suspensions will apply to the player or coach. Be sure to be aware of these rules at all times during the games.

Protests

There are two types of protests: on-field and off-field. On-field protests may be made regarding uniform violations, equipment violations, umpire decisions believed to be in violation of NCBA rules, umpire qualifications, and all roster violations. Such a protest must be made by the coach at the time of the action or incident that caused the protest and before play is resumed.

Off-field protests may be made regarding failure to schedule qualified umpires, failure to secure fields. Off field protests must be reported in the same manner and time frame as on field protests.

In the event that a team loses 4 protests during a single NCBA season, that team loses the right to protest again during that particular season. Lost protests are defined as a protested game in which no penalty or disciplinary action is assessed against the team or umpire accuses of violating NCBA rules in that particular protest.



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All protests must be reported to the NCBA by submitting the NCBA **Game Protest Form** no later than midnight E.S.T. of the Tuesday following the “NCBA Week” in which the protested game occurred. The protest form can also be downloaded from the “Info” section of the websites (www.clubsbaseball.org or www.clubbbaseball.org/Div2) or you can ask your conference or district coordinator to email you one.

WEEKLY REPORTING

Weekly Submission Forms

A Weekly Submission Form is to be submitted to your conference or district coordinator by midnight on Monday of each week. The conference or district coordinator uses these forms to update the scores of games as well as to select the conference, district, and National Players and Pitchers of the Week.

You should nominate the pitcher and player on your team who had the best performances each week. Even if you don’t think their stats are very good, your players may have done better than any other player that was nominated that week. It is important that the stats are accurate, complete, and submitted on time. You risk losing the opportunity to have your players considered for the Player and Pitcher of the Week awards if you submit your form late.

Even if you do not play any games that week, you should still submit the form every Monday. Just leave the form blank on weeks that you do not play. This will get you in the habit of submitting a form every week and will also show the conference or district coordinator that you did not play that week.

The Weekly Submission Form can be downloaded from the “Info” section of the NCBA websites (www.clubbbaseball.org or www.clubbbaseball.org/Div2) or you can ask your conference or district coordinator to email it to you.

UPDATING THE WEBSITE

Username and Password

Each team is given a username and password that they use to log on to the NCBA website. If you are unsure about if you have a username and password or not, first check with the previous team President. He or she may have it. If the former team president does not have it, you can request them by sending an email to Christian.Smith@CollClubsSports.com for Division I or Eric.Curitore@CollClubSports.com for Division II with the subject: NCBA Password Request. In the body of the email, include only your school name, your full name, and your officer title.

Team Information

Once you log on to the NCBA website, you can update the information that appears on the “TEAMS” page of the website. This includes your team logo and website. It is



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important that you update this information each year (and that it is accurate) to ensure that other teams are able to contact you.

Player Bios and Pics

After a player registers online using the “Player Registration Login,” they will have credentials to log back into the NCBA website to change certain information such as their bio, picture, jersey number and position.

Game Notes and Player Statistics

Team Managers using their team’s username and password will have the ability to add Game Notes including the Game Times, Field Address, Field Name for all their home games in addition to each player’s statistics for each game. Specific instructions on how to do this can be sent to you. For DI Teams, contact Christian Smith (Christian.Smith@CollClubSports.com) and for DII Teams contact Eric Curitore (Eric.Curitore@CollClubSports.com).

Be sure you only enter accurate statistics from **NCBA Sanctioned games** (stats from exhibition games do not count).

PREPARING FOR THE POSTSEASON

Prepare Ahead

Your team should begin preparations for the postseason at the beginning of the year. You should discuss the possibility of competing in the postseason with your advisor. Let them know when and where the Division I Regional’s, Division II District Playoffs, and World Series are so that you can begin planning for it should your team qualify.

At the beginning of the spring semester, each player should be made aware of when and where the Division I Regional’s, Division II District Playoffs, and World Series are taking place. Let them know when you would be leaving and when you would be returning should your team qualify. This way, the players know the exact classes they would have to miss. Then, each player should check their syllabi for all their classes so they know what they would be missing if the team goes to the postseason. They should discuss the possibility of needing to miss these with their professors so they can make plans for making up the work in advance. Professors are much more likely to be accommodating if students approach them in advance rather than waiting until days before they would be missing the classes or exams.

Fundraising and Budgeting

Your team should budget for a trip to the post season at the beginning of the season. Create a projected budget for your team and include a trip to the Division I Regional’s, Division II District II Playoffs, and World Series with estimated travel and accommodation expenses. This will help you set fundraising goals for your team and allow you to work towards the World Series both on and off the field from the beginning of the season.



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Qualifying for the Playoffs

Division I

Before the season starts each team should contact their Regional Director about your Regional Tournament. Depending on which conference your team is in will determine who qualifies for the Regional Tournament. The number of conferences and the number of teams in each conference determines how, and who will make the Regional Tournament. So be sure to contact your Regional Director at the beginning of the year to see how the Regional Tournament will be set up.

Division II

Before the season starts each team should contact their District Coordinator about your District Playoffs. Depending on which district your team is in will determine who qualifies for the playoffs. Just like Division I, the number of conferences and the number of teams in each conference determines how, and who will make the District Playoff. So be sure to contact your District Coordinator at the beginning of the year to see how the District Playoff will be set up.

Getting a World Series Bid

After your team qualifies for the World Series, begin making arrangements immediately. Go to the website (www.clubbaseball.org or www.clubbaseball.org/Div2) and click on the World Series link in the menu bar. The World Series page contains information regarding dates, location, travel deals, and hotel accommodations.

FINANCIAL RESPONSIBILITIES

League Dues

Each team is required to pay yearly dues to be a member of the NCBA. Teams agree to pay these dues when they sign their League Participation Agreement. The dues for Division I teams are \$1,700 + \$300 Performance Bond and are due by February 28th. However, you can receive an early payment discount of \$100 if the dues are received in full by December 31st, making them only \$1,600. The dues for Division II Teams are \$1,500 and are also due by February 28th. Teams can also get a \$100 discount if the dues are received in full by December 31st, making them \$1,400.

Schools often ask for the TIN or Tax Identification Number (also called the EIN or Employer Identification Number) when making payments on behalf of your team. The NCBA's EIN is 52-2270910 and it appears at the top left of all invoices.

If you have any questions about your dues and whether or not they have been paid, or if you need a receipt, please email the NCBA treasurer, Sandy Sanderson, Sr. at Treasurer@CollClubSports.com.

Field Rentals

Some teams are able to use fields provided by their school at no cost. However, many teams must pay to use local fields. It is important to take this into consideration when



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creating your team budget. You will not only need a field for home games, but you may also wish to rent practice time on the field as well.

Many fields require that teams obtain insurance in order to use their facilities. All NCBA teams will be covered by the league's \$2million general liability insurance policy. Many fields ask to be listed as an additional insured on the policy. This can be done very easily by contacting the NCBA VP of Baseball Operations, Christian Smith at Christian.Smith@CollClubSports.com for Division I or Eric.Curitore@CollClubSports.com for Division II with the field information including the name of the facility, the name that is to appear on the policy, a person to contact at the facility, their phone and fax number, and the address for the facility. It costs \$75 to add an additional insured and that can be paid to the NCBA.

Umpires

The home team is responsible for providing two umpires for each game. This means you will be paying for a total of four or six umpires for each of your home conference series (2 or 3 games per series). Umpires usually cost between \$40 and \$60 per umpire per game but can cost more or less depending on the area. You should talk to local umpires and high school coaches to determine the average cost of an umpire in your area. If you need help finding an umpire assigner in your area you can contact the NCBA's Director of Umpires, Ryan Hastings (Ryan.Hastings@CollClubSports.com) for assistance.

Game Balls

The home team is responsible for providing a sufficient number of NCBA game balls per game as described in NCBA Rules 12.00.00. Each game must begin with a new game ball. So, you may need at least 4-6 new game balls for each home conference or district game.

NCBA FUNDRAISERS

The NCBA only endorses fundraising programs that are reputable, lucrative, and not labor-intensive. We work hard to find programs that benefit both the individual teams as well as the league. The programs that we choose to partner with work closely with teams to help them raise the money they need and, at the same time, support the league as a whole.

Domino's Pizza "Delivering the Dough" Fundraising Cards

There is no risk whatsoever with this fundraiser. Teams can contact BBI Marketing to get it set up. Teams buy the Fundraising Cards which have 16 Buy One Pizza get a second Pizza Free Coupons for \$2 and sell the cards for \$10. All coupons are accepted at Domino's Pizza nationwide. But BBI will contact the local Dominos to make sure that they will be accepted. Should you not sell all the cards, you can send them back to BBI Marketing for a full refund. For example, if you buy 500 cards and sell them all, you can make a profit of \$4,000! Read more about the fundraiser under the Announcements



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section of the Info tab of the NCBA website at www.clubbaseball.org/official.asp or www.clubbaseball.org/div2/official.asp.

RubberU

Evolution Marketing offers this fundraiser where this savings program uses a rubber wristband to represent a reusable coupon at participating venues. Simply wear your wristband, show it to the participating business cashier, and redeem your special. Read more about the fundraiser under the Announcements section of the Info tab of the NCBA website at www.clubbaseball.org/official.asp or www.clubbaseball.org/div2/official.asp.

Fundrazr

Fundrazr is an online platform where teams can create a profile and raise funds for their team. Teams can create an online Fundrazer for free and start receiving donations in minutes by connecting with supporters through social media. Teams can set a goal, date and can have all teammates help to fundraise. All teams need is a verified PayPal account to participate.

Save an Easy \$100

An easy way to save \$100 is to pay your dues by December 31st and take advantage of the early payment discount.

FUNDRAISING IDEAS AND SUGGESTIONS

These are fundraising suggestions that have been used and recommended by club baseball teams in previous years. They are not officially endorsed by the NCBA, but they may work for you.

Other ways to make various amounts of money:

- Hoagie Sale
- Golf Outing
- Souvenir Sale

More time, more money:

Raffle

There are different types of raffles you can hold and different prizes you can award the winner(s). Some teams may be more successful using items for prizes while other teams may choose a monetary prize. The following are some ideas for raffles:

- If your school has a prominent football or basketball program, raffle off tickets for a ball signed by the team and/or one signed by the coach
- Sell raffle tickets for an electronic device or some sort of service that would appeal to a wide range of people



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- Do a large raffle with multiple prizes ranging in value. This type of raffle works especially well if you are able to get local businesses to donate prizes, even small ones, such as gift certificates or free food deals
- Do a “50/50 Raffle” in which the total amount of money made from the ticket sales is divided equally between the team and the winner.

When doing a raffle, make sure you do the math. Set a number of tickets that each player must sell and have them pay for the tickets in advance. Then, each player must sell the tickets to get their money back. This ensures that your team will not lose money and also motivates players to sell all their tickets.

*You may be required to purchase a “Small Game of Chance License” from the county before holding a raffle. You can usually find information about what this license is and how to obtain one on your county website.

Player Auction

You can run this a couple of different ways, depending on your team and school. You can do a date auction or simply a player auction where you announce what each player will do, such as helping someone move, cleaning a room/apartment, etc). Which type will work best for your team and what services you are willing to provide will depend on your individual team and its members.

Baseball Clinic

Hosting a baseball clinic for young boys in the area can be a great way to reach out to your local community while also making money. You’ll need to find an affordable location, time, enough team members to plan/run it, and enough boys to attend.

“Team Night”

Some teams are able to set up a deal with a local establishment to host a “Club Baseball Night.” Basically, you help bring business to the place and they in turn share some of the money they make with you. How you run it will depend on your team, your school, and your community. Talk to the local clubs and restaurants to see what kind of deals they are willing to make.

- Some restaurants will make a specific night “Club Baseball Night,” where you promote the event and encourage people to eat at the restaurant that night and you receive a percentage of the profits.
- Some establishments might be willing to run a special where you can share in the profits made during a certain block of time one night.
- Local businesses are usually interested in helping school organizations because it is mutually beneficial. Designate a day (or days) when team members are divided into groups and assigned businesses to approach and discuss fundraising options with.

Donation/Sponsorship Letter

One of the easiest and fastest ways to earn money is a sponsorship or donation letter. There are companies that will create these letters for you, but they usually charge a pretty



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hefty penny, so most of the time it's cheaper to create it yourself. You can then have each player send it to 10-15 different family members, friends, local sponsors, old coaches, etc. In the letter, mention that your team would greatly appreciate any donation. Talk about your team and the exciting things you have going on for the upcoming/current season. Including a team picture is always good too; you know how sentimental people can get about pictures. And no donation is ever too small, so you don't have to set a limit on it if you don't want to. Have your players over for a team meeting/pizza night and address, stuff, and stamp the envelopes together, so you know it's getting done.

Local Sponsors

Getting a local business involved as a sponsor of your team can provide a consistent source of income for your team on a yearly basis. Don't ask for too much at first. Start out asking for small donations to get your foot in the door and build a relationship that will lead to increased donations over time. Remember, many small checks add up to a lot of money.

You can reward and thank your sponsors by providing them with gifts or special treatment such as a plaque or an honorary jersey for them to display or the opportunity to throw out the first pitch at one of your games. You can also display sponsor names on banners at your field, on team shirts and apparel, or on your team's website.

ALUMNI

Your alumni should be an important resource for your team and, in reality, an important part of your team. Alumni are not only good for donations, but they also help to foster a sense of community and tradition within your team. They are also a great way for players to network after college as they look for jobs and internships or even as they try to find friends in a new city.

- Create an alumni listserv and send out a monthly or bimonthly newsletter with information about the new players, game schedules/results, tournaments, goals, etc. You can send one at the beginning of each semester detailing the outlook of the team and the plans for that semester, then one at the end recapping the season and listing your accomplishments.
- Set up an alumni weekend when former players come back to hang out with the team and play a game against the current team. Now that these former players are out in the real world, they probably have a lot more money to give to the team than they did in college. These guys know how tough it is to run the team and raise money; they want to help. They are much more likely to donate if they feel included as part of the team year round rather than simply a source of money.
- Give incentives for donations. A small donation might get someone a T-shirt while a larger donation will get them a sweatshirt or some sort of gift bag. You can set the levels for each prize as you see fit. Former players want to help their old team and while they may not be rich right out of college, they probably have more money than they did when they were in college, and every little bit helps. Remember, many small checks add up to a lot of money for your team.



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- Encourage overachieving alumni to keep the team spirit alive after graduating through group events and activities.

NCBA SPONSORS

Rawlings

Rawlings is the official uniform of the NCBA. NCBA member teams will receive 40% off of the catalog price on orders placed from July through November and 35% off the catalog price of orders placed from December through June. These discounts are on jerseys, pants, embroidery, and all uniform decorations.

*Remember, effective July 1st, 2013 all Division I teams will be required to carry two sets of uniforms of contrasting colors.

NCBA Teams will receive the NCBA logo patch (see pictures below) on each jersey, pair of pants they order through Rawlings for free.



NCBA Jersey Patch 3" X 1 1/8"



NCBA Pants Patch 2 1/4" X 7/8"

Take a look at the vast assortment of Rawlings Uniforms at www.rawlings.com.

Rawlings is also the Official Baseball of the NCBA. Each member team of the NCBA will receive 5 dozen Free Officially Stamped NCBA Rawlings Baseballs. Teams can order additional game balls (\$41/dz) or practice balls \$25/dz) at discounted prices.

Rawlings is also the Official Performance Apparel and Protective Equipment Supplier of the NCBA. All NCBA Division I Member Teams will receive either any combination of 8 Rawlings Batters/Coaches Helmets, OR a complete set of Rawlings Catchers Gear. All NCBA member teams can receive at least 35% off of the catalog price on protective equipment and performance apparel.

To receive a catalog, ask questions, place an order or receive a quote, please contact the NCBA Rawlings Sponsor Account Manager, Eric Curitore at (412) 321-8440 x101 or email him at Eric.Curitore@CollClubSports.com.

DeMarini

DeMarini is the Official Baseball Bat of the NCBA. All NCBA teams will receive two different high end DeMarini BBCOR Certified baseball bats at the beginning of each year.



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This sponsorship will also allow the NCBA to continue to host a homerun derby during the NCBA Division I World Series known as the “DeMarini Long Ball Challenge”. The derby will spotlight eight top homerun hitters participating in the NCBA Division I World Series and eight top homerun hitters from NCBA teams that did not qualify for the NCBA Division I World Series. The “DeMarini Long Ball Challenge” will feature new DeMarini bats for the upcoming year and derby winners will receive awards.

In addition to the two bats teams receive at the beginning of the year, NCBA teams and players will also be offered exclusive pricing on additional purchases Teams interested in purchasing additional bats will need to contact Kyle MacDonald at Kyle.MacDonald@CollClubSports.com or at 412-321-8440 x102. For more information on DeMarini bats, check out their website at www.demarini.com.

Richardson Cap

Richardson Cap is the Official Baseball Cap of the NCBA. All teams are required to wear Richardson Caps featuring the NCBA logo below.



Teams can contact the Richardson Sponsor Account Manager, Mitch Conner at Mitch.Conner@CollClubSports.com or by calling Mitch at 412-321-8440 x105 to place their order. By placing your order with the NCBA, you can be assured that you are receiving the best prices available. Richardson Cap has been making hats for well over 30 years. The partnership with the NCBA allows for maximum customer service and convenience.

Richardson Cap provides extensive customization of fitted wool, mesh, Flex-Fit, and Professional Team Series (PTS) models at a competitive price. The PTS Line brings a whole new level of performance to on-field baseball caps. The NCBA will be able to offer Richardson Caps at a lower price than comparing vendors and is the only cap supplier that is licensed to use the NCBA logo on caps.

To review all of the Richardson Baseball Cap lines and to design your perfect cap, visit www.richardsoncap.com.

Jensen Lee Team Bags

Jensen Lee Team Bags is the “Official Team Bag Supplier of CollClubSports.” With CollClubSports having divisions in Baseball, Softball, Football and Track and Field, Jensen Lee was the perfect fit for CollClubSports, since they offer a wide selection of team bags that fit CollClubSports team’s needs.

Jensen Lee has been the benchmark for Team Bags for over 20 years. Being a Pacific Northwest company, Jensen Lee is proud to place a “Made in the USA” tag on each bag they produce. All Jensen Lee Bags are made with quality materials, great fabrics, strong



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webbing and heavy-duty zippers and hardware. Jensen Lee is confident that ***their bag is the ONLY bag you will ever need*** because their bags are made to stand up to the rough, everyday use of people on the go. Their canvas bags have a 4 year warranty and their other bags have a 1 year warranty.

All orders can be placed by contacting Jensen Lee directly. To place your order, please contact Jim Officer at 1-800-533-2690 or at jim@jensenlee.com. Please make sure to mention that you are a CollClubSports Member Team to receive the exclusive pricing and deals. To learn more information on Jensen Lee, please visit their website at www.jensenlee.com.

Avis

Avis is the preferred rental car supplier of the NCBA. They have mini-vans, SUVs, and 12-passenger vans, all with unlimited miles. They will waive the standard fee charged when renting to someone under 25 for NCBA member teams, fans, and families, to allow anyone 18 or over to rent without the additional charge.

To book your rental cars, call (800)-331-1212 or visit www.avis.com/AvisWeb/html/bridge/corp/go.html?D712300 and follow these directions:

- 1) Scroll down to Rates and Reservations and click on "Make Your Business Reservation"
- 2) Choose the dates, times, and rental location. Click on continue to next step.
- 3) Check the box for "Check my corporate rate" or else **you will not receive the potential price benefits or waived 25 and under fee**
- 4) Fill in the Avis Worldwide Discount (AWD) # "**D712300**"
- 5) Click continue
- 6) Choose the vehicle type you want to rent
- 7) Click Continue
- 8) Choose any additional coverage's you may want. Keep in mind that with this program you are covered for any damage over \$3000
- 9) Click on continue
- 10) Fill out your contact information and click on make reservation.

Best Western

Best Western is the "Official Lodging Partner of the NCBA." All teams holding membership in the NCBA will receive a minimum discount of 10% on rooms for the duration of the agreement. Best Western is a household name, synonymous with quality and value. When Best Western's inexpensive average daily rate is paired with the NCBA discount, NCBA member teams can save money without compromising quality in lodging. Best Western offers thousands of locations, so a Best Western is never far away for all road trips. All NCBA teams will be able to book through the Best Western's, CollClubSports booking portal to receive their discount.



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If you have any questions about this partnership or how to book rooms for your next trip, please contact the NCBA's Kelsey Detweiler at 412-321-4088 x106 or at Kelsey.Detweiler@CollClubSports.com.

AdvoCare

After years of extensive and thorough research on companies that offer nutritional products, CollClubSports has finally found the perfect fit with AdvoCare. As the Official Health and Wellness Partner of CollClubSports, AdvoCare is a premier health and wellness company offering world-class energy, weight-loss, nutrition, and sports performance products. The biggest factor that sets AdvoCare apart from their competition is the fact that AdvoCare products are certified by "Informed Choice," ensuring that they are banned-substance free. INFORMED-CHOICE has analyzed more samples for banned substances than any other lab in the world. With the added level of protection provided by INFORMED-CHOICE, AdvoCare users can increase stamina, help build muscle and increase endurance without any risk of using substances banned from athletic competition.

Believing that what you put into your body is important, AdvoCare takes pride in using only the best nutrients in each of their products. AdvoCare's SPARK energy drink provides more vitamins and minerals and less sugar and carbohydrates than energy drinks commonly found at convenience stores. Similarly, unlike most sports drinks, AdvoCare's Rehydrate provides antioxidants and other nutrients that help to prevent muscle cramping (L-glutamine) and support muscle strength (L-arginine). Other notable products include meal replacement shakes, post-workout recovery drinks, breakfast bars and more.

AdvoCare, the products they offer, and how your team can earn a 20% discount on all Advocare products, contact AdvoCare Advisor Dan Binder at dan@distinctfitnessolutions.com.

Sportdecals

Sportdecals is the "Official Helmet Decal Supplier" of CollClubSports. All NCBA member teams can benefit from this deal by purchasing their helmet decals from Sportdecals. They offer a wide-range of stock and custom decals at outstanding pricing that no one can beat. Also, all decals are made of 20-mil vinyl that last long, plus most orders ship in 5 business days.

CollClubSports member teams also benefit from this partnership by receiving an NCBA, logo decals for free with every order. Teams can call in their order to the special 800 number (866-608-9415) (**AND MAKE SURE TO MENTION CODE C11**) where a dedicated CollClubSports representative will make sure they are receiving outstanding pricing as well as their free NCBA decals for their helmets.