

The NCBA's 2014 Guide to Collegiate Club Baseball



A division of

Collegiate Club Sports

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MISSION STATEMENT

The National Club Baseball Association, L.L.C. (NCBA) is the fastest-growing inter-collegiate baseball league in the United States.

We are driven to provide collegiate student-athletes with the opportunity to play competitive, organized college baseball, and to continually enhance this experience for all participants.

We strive to accomplish this by building lasting relationships based upon trust, commitment, dedication, understanding, and strong lines of communication.



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HISTORY OF THE NCBA

The National Club Baseball Association (NCBA) is the first ever, national governing body for collegiate club baseball. Founded in 2000 by former Penn State Baseball Club player and president, Sandy Sanderson, the initial season had 34 club baseball teams from across the country competing in the league. In the years since its commencement, the league has grown tremendously with over 245 member baseball teams during the 2014 season. The NCBA annually provides more than 4,700 college students with the chance to continue their competitive baseball careers and contend for a true national championship.

There are a number of former NCBA baseball players who began their careers on the club team at their school before moving on to play for their NCAA Division I programs, while several others have gone on to play professional baseball in the independent leagues. Major League Baseball made full acknowledgement of the league's talent when the Florida Marlins drafted Colorado State pitcher Nathan Nowicki in the 19th round of the 2003 Amateur Player Draft. Nate holds the designation of being the first player drafted out of the NCBA but certainly not the last. Following Nate's 2003 selection, the Anaheim Angels selected RHP Chris Waters in the 16th round of the 2004 Amateur Player Draft. Chris had spent 3 seasons on the Clemson Club team before transferring to the University of North Florida (DII) to finish his senior campaign. Then in 2005, Steve Schmolli formerly of the University of Maryland Club team had the distinguished honor of making his Major League debut for the Los Angeles Dodgers. Since then several other players have been drafted or have been picked up via Free Agency by Professional Ball Clubs.

Upon seeing the success of the baseball league over the years, many collegiate club softball teams began to take notice and wondered why there was no league for them. Thus in 2006, the NCBA started the National Club Softball Association (NCSA). With an initial membership total of 36 teams for the inaugural season and substantial growth since then, the NCSA appears to be off and running at a similar pace as the NCBA with over 100 member teams in 2014.

In 2007, the NCBA began to realize that an obvious disparity in talent level was developing within the league. Smaller schools and first year programs were struggling to be competitive with some of the club baseball programs from larger schools or those that had been in operation for many years. In an effort to both even the playing field and maximize the club baseball experience for all teams in the league, the NCBA split in to two divisions (DI and DII). Division I teams compete for the chance to play in Regional Tournaments at the end of the season with the Regional winners move on to compete in the DI World Series. Division II teams compete for the chance to play in District Playoffs and thus the chance to play in the DII World Series at the end of the season.



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2014 NCBA DIVISION I TEAMS BY CONFERENCE

Great Lakes Region		
North	South	West
Bowling Green State University Central Michigan University Ferris State University University of Michigan Michigan State University Western Michigan University	Ball State University University of Illinois Illinois State University Indiana University Purdue University	Marquette University Northwestern University University of Wisconsin - Eau Claire University of Wisconsin - Milwaukee University of Wisconsin - Whitewater University of Wisconsin (DI)
Gulf Coast Region		
East	North	South
University of Houston Lone Star College (DI) Texas State University Victoria College	Baylor University University of North Texas Southern Methodist University Texas Tech University	San Antonio College University of Texas Texas A&M University University of Texas San Antonio
Mid-America Region		
North	South	West
University of Iowa Iowa State University Minnesota State University - Mankato Northern Iowa University University of South Dakota	Kansas State University University of Kansas University of Missouri University of Nebraska Southern Illinois University - Edwardsville	University of Colorado Colorado State University Northern Colorado University University of Wyoming
Mid-Atlantic Region		
North	South	West
George Washington University James Madison University University of Maryland University of Virginia Virginia Tech	Appalachian State University East Carolina University Elon University North Carolina State University University of North Carolina Wake Forest University	University of Dayton Ohio University University of Cincinnati University of Kentucky Miami University (OH) Ohio State University
North Atlantic Region		
East	North	West
University of Delaware Drexel University Hofstra University Rutgers University Towson University	Northeastern University Sacred Heart University SUNY - Albany University of Connecticut University of Massachusetts	Cornell University Penn State University University of Pittsburgh SUNY - Cortland Syracuse University
Northern Pacific Region		
North	South	West
Eastern Washington University University of Idaho University of Montana Montana State University	Boise State University Idaho State University Utah State University Weber State University	Central Oregon Community College University of Oregon Oregon State University Portland State University Seattle University Western Washington University
South Atlantic Region		
East	South	West
Clemson University Coastal Carolina University Georgia Southern University South Carolina University University of North Carolina - Charlotte	Florida Gulf Coast University Florida International University University of Florida Florida State University Florida Institute of Technology University of Miami University of Central Florida	University of Alabama University of Georgia Georgia Institute of Technology Kennesaw State University Vanderbilt University
Southern Pacific Region		
North	South	West
University of California - Berkeley Humboldt State University University of Nevada Sacramento State University Sonoma State University St. Mary's College University of California - Davis	University of Arizona Arizona State University California State University - Fullerton Long Beach State University Northern Arizona University University of California - San Diego University of Southern California	California Polytechnic State University Stanford University University of California - Merced University of California - Santa Barbara University of California - Santa Cruz University of California - Los Angeles



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2014 NCBA DIVISION II TEAMS BY DISTRICT

District I		
West	South	East
Niagara University Aldred University SUNY-Geneseo SUNY-Buffalo SUNY-Brockport SUNY-Oswego	Monmouth University New York University Montclair State University Stevens Tech Fordham University Lafayette (Former DI)	SUNY-New Paltz SUNY-Oneonta SUNY-Binghamton Colgate University Boston University Boston College
District II		
West	East	South
Bloomsburg Bucknell University Penn State University (DII) Mount St. Mary's University Loyola University Maryland Stevenson University	St. Joseph's University Rowan University University of Pennsylvania Rider University The College of New Jersey	University of Maryland (DII) George Mason University American University Howard University Georgetown University Mary Washington
District III		
West	East	North
Furman University Armstrong Atlantic State University Tennessee (Former DI) University of South Carolina-Union Orangeburg Calhoun Technical College	Craven Community College Duke University University of North Carolina-Wilmington Methodist University Old Dominion University High Point University	Radford University Longwood University University of Richmond Virginia Commonwealth University College of William & Mary Washington and Lee
District IV		
West	East	North
Wright State University Xavier University Edison Community College Ohio State University (DII) Eastern Kentucky University University of Louisville	California University (PA) Carnegie Mellon University West Virginia University Robert Morris University Duquesne University Saint Francis University	University of Akron Cleveland State University Kent State University (Former DI) Slippery Rock University Edinboro University (PA)
District V		
East	South	West
Michigan Technological University Saginaw Valley State University Grand Valley State University Northern Michigan University Eastern Michigan University	Columbia College Loyola University-Chicago DePaul University Northern Illinois University University of Wisconsin (DII) Notre Dame	Lakehead University Minnesota State Moorhead North Dakota State University of Minnesota Winona State University
District VI		
South	North	
Missouri State University Pulaski Technical College Southeast Missouri State University University of Central Missouri University of Arkansas Missouri S & T	Indiana State University University of Illinois (DII) St. Louis University SIU-Carbondale Washington St. Louis Murray State University	
District VII		
East	West	
Lee College Tulane University Rice University Louisiana State University Spring Hill College	Lone Star College (DII) Texas A&M University-Corps of Cadets Texas Christian University Houston Community College Stephen F. Austin University University of Houston - Downtown	
District VIII		
North	South	West
Johnson & Wales University Metro State College University of Denver Colorado School of Mines Colorado Mesa	Colorado College Fort Lewis College University of Colorado-Colorado Springs Western State College of Colorado New Mexico Tech Colorado State University - Pueblo	Arizona State (DII) CSU Northridge Loyola Marymount (Former DI) San Diego (Former DI) St. Katherine



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OVERVIEW OF THE LEAGUE

Conference Coordinator

Each Division I conference in the NCBA is run by a Conference Coordinator. This person is a member of the NCBA staff and is responsible for putting out the conference schedule, uploading the rosters of each team in the conference onto the website, uploading game results onto the website, and selecting and posting (on the website) conference player and pitcher of the week. Additionally, the Conference Coordinator is the person that the teams in the conference submit their paperwork to and who the teams turn to with questions or for advice throughout the year.

Regional Director

Division I Regions in the NCBA are made up of (2) or more conferences. Each Region is run by a Regional Director who is a member of the NCBA staff responsible for overseeing all conferences in that region. The Regional Director is also responsible for hosting the Postseason Regional Tournament. In most cases, the Regional Director also serves as the Conference Coordinator, but when this is not the case the Conference Coordinators reports directly to the Regional Director.

District Coordinator

Each Division II District in the NCBA is run by a District Coordinator. This person is a member of the NCBA staff and is responsible for putting out the district schedule, uploading the rosters of each team in the district onto the website, uploading game results onto the website, and selecting and posting (on the website) district player and pitcher of the week. Additionally, the District Coordinator is the person that the teams in the district submit their paperwork to and who the teams turn to with questions or for advice throughout the year.

Scheduling

Each team will submit a Scheduling Request Form to their Conference Coordinator/Regional Director or District Coordinator prior to the season. This form covers the entire season of play and allows teams to indicate when they are available for home games, when they are available to travel, and when they are unavailable to play. The Conference Coordinator/Regional Director or District Coordinator then uses these forms to create the conference schedule. The schedule (which is posted on the website) indicates which teams are playing during which weeks and who the home team is. It is then up to the teams to contact each other and set up the specific day(s) and times they will be playing their conference games.



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Conference/District Play

Teams are placed in conferences based on geographic location. The NCBA will put out conference schedules at the beginning of the fall semester for the entire season, which covers both the fall and spring semesters. In conferences or districts with 4 teams, each team will play each other team in one home 3-game series and one away 3-game series. In NCBA Division I, conferences with 3 teams or less, each team will play each other in one 4-game series and one 3-game series, one home and one away. The schedule may dictate that you play both series in the fall, both in the spring, or one in the fall and one in the spring. In conferences or districts with 5 or more teams, each team will play each other team in one 3-game series in either the fall or the spring. In this case, teams will alternate home and away series each year.

Non-Conference Games

Teams are encouraged to schedule additional non-conference games for weeks they are not scheduled to play conference or district games. Such games can be against NCBA teams, non-NCBA club teams, or Collegiate Varsity teams. Teams can play in and host tournaments that we can announce on the NCBA website. Teams should inform their conference or district coordinator as they add non-conference games to their schedules so these games can be added to the schedule on the website. Stats from non-conference games do count for players and game results count towards the team's overall record, not their conference record.

Eligibility

In order to be considered eligible, a player must meet the following academic requirements:

- Must hold full-time student status at the team's college/university
*an exception is made if it is the final semester for a student and he requires less than a full-time load to graduate
- Must have a cumulative GPA of 2.0 or higher
- Must not be on academic warning or probation
- Must not have any previous professional experience in the sport of baseball
- Must be enrolled with **Full-Time Status** before their 25th Birthday.
- Each player must complete his five years of participation in intercollegiate baseball within six calendar year of first enrolling full time in college

Roster

Each team's roster appears on the NCBA website. In order to be added to the roster, each player must complete the NCBA Online Registration Process. Each player's name must also appear on an Academic Eligibility Letter stating that he meets all of the academic eligibility requirements. This letter must be signed by the Director of Rec/Club Sports, the University Registrar, or an advisor. A player is not considered eligible until the player is appears on the online roster.



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Cost

Registration Fee: Upon joining the NCBA and submitting a signed League Participation Agreement, a team will pay a one-time registration fee of \$600.

Dues: Division I Yearly dues of \$1700 + \$300 Performance Bond and Division II Dues of \$1500 are due by February 28th of that season. Teams will receive a \$100 discount if dues are received in full by December 31st of that season.

Spring Training

Collegiate club baseball teams have the opportunity to attend the NCBA Spring Training Showcase, which is held in Plant City, Florida and runs from the last week in February through the first week of April. Teams sign up for the week of their Spring Break and submit a scheduling request form indicating how many games and what days they want to play. The NCBA then sets up games between teams that will be attending Spring Training during the same week. NCBA member teams receive a discount on the registration fee to participate in the Spring Training Showcase. More information can be found at <http://springtraining.clubbaseball.org> or by contacting our Director of Spring Training Operations, Savannah Harp at Savannah.Harp@CollClubSports.com or by phone at 412-321-8440 x103.

Regional Playoffs (Division I)

Every year each Division I Region of the NCBA has a post season tournament often referred to as “Regional’s”. The Regional Director is responsible for organizing and overseeing this tournament. The number of conferences and teams in a particular Region will determine who qualifies for this tournament. For regions with two conferences and 12 teams or more, the top two in each conference will advance to the Regional Tournament. For Regions with two conferences and less than twelve teams, the winners of each conference will advance to the Regional Tournament. For regions with three conferences, each conference winner advances to the Regional Tournament as well as an “at large” team which will be determined by the NCBA. This is NOT a “wild card”. For regions with four conferences, each conference winner will advance to the Regional Tournament. The winner from each Regional Tournament will advance to the NCBA World Series.

District Playoffs (Division II)

Every year each District of the NCBA has a post season tournament. The District Coordinator is responsible for organizing and overseeing this tournament. The number of conferences and teams in a particular District will determine who qualifies. The number of teams participating in each District Playoff is exactly like the Regional Format described above. The winners of each District Playoff will advance to the NCBA DII World Series.



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World Series 2013

Division I

The 2012 Division I World Series was hosted by the NCBA on May 24-30 at The University of Tampa in Tampa, FL. The winners from each regional tournament received an automatic bid to the NCBA Division I World Series. A total of eight teams competed in the double-elimination tournament, culminating in the crowning of the 2013 NCBA Division I National Champion, the Penn State University Nittany Lions.

Division II

The 2013 Division II World Series was hosted by the NCBA May 17-21 at Brooks Stadium in Paducah, KY. The winners from each District Tournament received an automatic bid to the NCBA Division II World Series. A total of eight teams competed in the double-elimination tournament, culminating in the crowning of the 2013 NCBA DII National Champion, Kennesaw State University Owls.

Annual League Meeting

The NCBA holds the Annual League Meeting each year. In the past, Annual League Meetings took place at the NCBA Headquarters in Pittsburgh, and at the site of the Division I World Series. With the want to reach as many club baseball enthusiasts as possible, the format of the 2013-2014 Annual League Meeting has changed. For 13-14, the Annual League Meeting will be Online, where anyone can attend the meeting from the comfort of their own homes. All teams, players, past and present, along with any club baseball enthusiasts are invited to this meeting to interact with the NCBA staff and discuss both current and future (potential) issues. This meeting provides an opportunity for teams to learn more about all aspects of the NCBA as well as a chance to voice their opinions, ask questions, and provide feedback. The meeting consists of a brief overview of the year and the changes that have been implemented since the previous season. The meeting incorporates everything you will need to know about the NCBA, past, present and future. With the format of the meeting switching to an online meeting place, the NCBA expects a fantastic turnout, which will in turn only make the NCBA better each and every single year. The 2013-14 Annual League Meeting will take place August 7th, 2013 at 7:00pm EST.

Rules Committee Meeting

A rules committee meeting is held every year and consists of the 8 Regional Directors, the Division I and Division II Rules Committee Teams Rep, and the President of the NCBA. The meeting involves the discussion of future rule changes. The participants present at this meeting will also vote on these rule changes. Teams are invited to share all thoughts, views, and opinions with their Regional Director or the Division I Rules Committee Teams Rep, Joe Kooping (KoopingJD20@alumni.uww.edu), or the Division II Rules Committee Teams Rep, Rich Fiore (Rich.Fiore@hubaseballclub.com) as they will represent all Division I and Division II teams at this meeting respectively.



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NCBA WEBSITES

The official website of NCBA Division I is www.clubbaseball.org and NCBA Division II is www.clubbaseball.org/Div2/. These websites are a great resource for the teams as well as their fans, family, school, and potential sponsors. Upon joining the league, a team is added to the website as an official member of the NCBA. They are then given access to not only use the site but to also contribute to its content.

Using the Website

Home Page

The home page gives you links to all the other parts of the website. It also posts current NCBA headlines as well as a scrolling “Stat Tracker” that shows the league leaders in both offensive and pitching categories. You can also find the National Player and Pitcher of the Week featured on the home page as well as links to more information about our sponsors.

Apparel Page

The “APPAREL” link is located in the menu bar towards the top of the page. This link takes you to the apparel site for both the NCBA and the NCSA. Select either NCBA or NCSA to browse for and purchase official gear for that organization including hats, visors, polo’s, and more.

Teams

Clicking the “TEAMS” link in the menu bar allows you to view all the teams in the league along with each team’s official website, roster, and overall stats for each individual player on that team.

Conference Pages

Teams can see all the conferences or districts by clicking on the “CONFERENCES” link in the menu bar towards the top of the page. Teams can then navigate to the individual conference or district pages which display that conference’s or district’s schedule, team standings, headlines, and player and pitcher of the week.

Stats Page

The website is a great way for teams to track their competition. Clicking on the “STATS” link allows you to see the top players in the league in individual offensive and pitching categories. It allows teams to track the progress of individual players throughout the league presently and in past seasons.



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Schedules Page

Clicking on the “SCHEDULES” link in the menu bar allows you to see the weekly schedules for the current and previous NCBA season’s. Users can use the dropdown boxes to select any combination of which specific week, conference and/or team they would like to see. Past season schedules are also available to view using the “Season” drop down box.

Standings Page

Clicking on the “STANDINGS” link in the menu bar displays the current standings for each conference or district in the league. This is useful in not only knowing where you stand in your own conference or district, but also seeing where other teams stand within their respective conferences or districts. Again, previous year’s standings can be viewed by using the dropdown box next to “Season.”

World Series

Clicking the “WORLD SERIES” link in the menu bar takes you to information about the World Series that will take place during the current season. Following this link will give teams information about dates, locations, travel deals, hotel accommodations, and people they need to contact regarding the World Series.

Spring Training

Information about the NCBA Spring Training Showcase can be found by following this link: <http://springtraining.clubbaseball.org/>. This link leads to the Spring Training Showcase homepage which holds links to the pages for both the baseball and softball events. The Spring Training Showcase page contains information about dates, locations, travel deals, hotel accommodations, and people to contact regarding Spring Training.

Info Page

The “Info” tab is located at the top right portion of the page. This is a very valuable page as it contains press releases regarding the league, sponsors, and partnerships. This page also contains many of the documents teams will use throughout the year.

Contact Page

The “Contact” tab is located at the top right portion of the page. This page contains contact information for not only the NCBA staff, but for all the teams in the league as well.

Advertising Page

The “Advertising” tab is located at the top right portion of the page. This page contains information on how you can advertise with the league and contact information on who to contact.

Login Page



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The “Login” tab is located at the top right portion of the page. This page has two Login Options. The first is the “Player Registration Login” which allows potential NCBA players to register online in order to have the opportunity to be participate in the NCBA. The other option is the “Site Manager Login” which allows Administration, Conference Coordinators or Team Managers to login using their Username and Password to gain access to the NCBA site Manager.

Contributing to the Website

Username and Password

Team Managers are given a unique username and password that allows them to access their team’s information. In order for teams to obtain their specific username and password, they must first email either the President of the NCBA, Sandy.Sanderson@CollClubSports.com or Christian.Smith@CollClubSports.com. Division I teams email, Sandy and Division II teams email Christian. Teams will then be given their username and password to login to the website by clicking the “Login” tab in the upper right portion of the webpage and selecting “Site Manager Login.”

Team Information

Teams can update the information that is displayed on the “TEAMS” and “CONTACTS” pages which includes the team’s website, and the team’s logo.

Player Bios and Pics

Each individual player that registers online, has the opportunity to add their bio and picture to the NCBA site. Players can click on the “Login” tab in the upper right portion of the NCBA website and then select “Player Registration Login.” Players will be asked several questions, and will have the opportunity to upload a bio and picture.

Player Statistics

Team Managers using their username and password can upload both offensive and pitching statistics for each player on their roster. These stats can be viewed by clicking on the individual player’s name on their team’s roster. Uploading these stats also gives players the chance to be recognized as a league leader in different categories, which can be seen on the stats page as well as the “Stat Tracker” on the homepage.

Pitcher/Player of the Week

Each team must submit a “Weekly Submission Form” to their conference or district coordinator by midnight on Monday of each week. This form contains the results of their games from the previous week as well as nominations of members of their team for Pitcher and Player of the Week honors. Each conference or district coordinator selects a Pitcher and Player of the Week for his/her conference and



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posts them on the conference or district page. From the conference or district pitchers/players of the week, a National Pitcher and Player of the Week are chosen and posted on the homepage of the websites.

Headlines

Teams are encouraged to contribute to the website by submitting published articles about their team to their conference or district coordinator. Such articles are featured in the “NCBA Headlines” box that appears on both the homepage as well as each conference or district page. These articles can come from a variety of sources such as school or local newspapers, magazines, or team newsletters.

BENEFITS OF BEING IN THE NCBA

On the Field

Guaranteed conference games

Each team will receive a conference schedule from the league. Each team will play at least one 3-game series against each of the other teams in their conference.

Opportunity to compete for the chance to play in the World Series

All teams in the league are competing for the chance to participate in either the NCBA Division I or Division II World Series. It is at these tournaments that the National Champions are crowned.

Competitive atmosphere

Being part of a league helps to foster a competitive atmosphere by defining goals for both the team and the individual players. Teams strive to be the best in the league and individual players strive to top the statistics of players on other teams.

Rivalries

Being placed in a conference or district with other teams in your area will create or enhance rivalries between teams. Fighting a rival team for a conference or district title takes the game to the next level as you battle for more than bragging rights.

Off the Field

Coverage under the league’s \$2 million general liability insurance policy

This policy covers many aspects of NCBA play including travel, practice, workouts, and games. The teams receive a full year of coverage and often find the policy required when trying to obtain fields. An Additional Insured can be added to the policy for \$100.

Equipment

Prior to the start of each season, all NCBA member teams receive 5 dozen official NCBA game balls and two BBCOR Certified baseball bats. This equipment is provided complimentary by the NCBA and its sponsors as part of membership in the league. Also,



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all NCBA Division I Teams will receive any combination of 8 Rawlings Batting Helmets OR a complete set of Rawlings Catchers Gear.

Legitimacy and recognition

Being a part of an established league gives your team legitimacy and can garner recognition that may have otherwise been lacking. This can lead to increased funding from your school and sponsors as well as recognition and respect from other baseball teams, other teams at your school, family, friends, and fans.

Support from the league

As a member of the NCBA, you will have access to the staff members, many of whom are former club baseball/softball players and officers. They will be available to you throughout the baseball season as well as during the off season. They can help you with fundraising, budgeting, travel arrangements, rules questions, as well as offer advice and guidance on running your team efficiently and staying organized.

Someone to answer to/get answers from

Having a governing body running the league creates accountability among the teams. Teams are held responsible for their actions and they have someone to turn to when they want other teams held accountable.

Access to NCBA teams

As a member of the league, you can get contact information for not only the teams in your conference or district, but all the teams in the league. You may use this information to set up non-conference games or tournaments with teams throughout the country. You can also network with other teams to get advice or suggestions on things such as fundraising, finding fields and umpires, holding tryouts, etc.

Access to sponsors

The NCBA has exclusive deals with sponsors to provide discounts to its member teams. The NCBA also sets up deals with travel agencies and hotels to help teams as they travel throughout the season, particularly to Spring Training and the World Series.

Fundraising opportunities

The NCBA provides member teams with access to fundraising programs to help them raise money for dues, traveling, uniforms, fields, umpires, and whatever other expenses they might incur.

Networking

Being a part of the league increases your networking opportunities with other teams as well as other professionals within the baseball world. This can help you when trying to find fields, umpires, and sponsors as well as when you are searching for a job both during and after college.



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Transition of leadership

The NCBA will help ease the transition of leadership from one year to the next. It can sometimes be difficult for a graduating officer to hand over the running of the team to a new officer but being part of the league gives structure to how the team is run and the NCBA staff can help guide new officers.



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CHAPTER 2: STARTING A TEAM AT YOUR SCHOOL

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WHAT YOU NEED TO DO

Contact the NCBA

The first thing you need to do when starting a club baseball team at your school is contact the NCBA Vice President of Team Development, Christian Smith (Christian.Smith@CollClubSports.com; 412-321-8400 x104), and let him know that you are interested in starting a team. He can guide you through the process and can help get your team up and running quickly and efficiently. It is important to start off in the right direction in order to avoid obstacles that you may not be aware of but Christian can forecast ahead of time.

Talk to Your Director of Rec/Club Sports

Your Director of Rec/Club Sports will be very helpful to you throughout this process. He/she will likely be able to tell you if anyone else is currently (or was recently) working on starting a team at your school. He/she should also be familiar with what the process of starting a team entails. Be prepared to write a constitution, get signatures from interested students, put on presentation, and provide a sample budget. These are just a few items that you may be asked to provide. All schools are different, but your specific Director of Club Sports will be able to give you a list of what you will need to do.

You'll first need to become a recognized student organization or club sport through your college or university. This is a requirement in order to join the NCBA.

It is important that you realize that playing baseball is several steps down the road at this point. When starting a team, the paperwork and administrative tasks are an unavoidable first few steps in becoming recognized by the school.

Another important issue to discuss with the Rec/Club Sports Director is your intention to join the NCBA. The fact that you are looking to join an established and reputable league should add validity to your organization as the Director knows you will be competing against other schools and that you will be competing for something. All of this will help you in the process of becoming an organization and a sport club at your school.

Find a Field

Once you've figured out the administrative aspects of starting a team, it is important to begin planning the logistical aspects. Discuss field options with your Rec/Club Sports Director. Find out if you will be allowed to use the varsity field, if the school has recreational fields you can use, or if you will need to find off-campus fields to use. A good place to go for off-campus fields is local high schools and the local cities parks and recreation department. Be sure to contact the Athletic Director of the high school, not the coach, since the A.D. will have the authority to allow you to use the field. If you are unsuccessful there, the town or county's Sports and Recreation Department should be able to help you out.



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If your Rec/Club Sports Director does not have contact information for your local Sports and Recreation Department, you can usually find a link to their website on the town or county's website or by doing a quick internet search. An important thing to remember when trying to find a field is that your team is covered by the NCBA's \$2 million general liability insurance policy. Most organizations will require that the field be added to the insurance policy as an "Additional Insured." This can be done very easily by submitting the name and address of the field, the person to contact about the field, and his/her phone and fax numbers to the NCBA along with a check for \$100.

HOW WE CAN HELP

Talk to Director of Rec/Club Sports

The NCBA V.P. of Team Development, Christian Smith, can speak with your Director of Rec/Club Sports. He can explain the league to him/her, answer any questions or concerns he/she might have, and work in conjunction with him/her to help you get your team started. By putting your Rec/Club Sports Director in contact with the NCBA shows him/her that you are serious about starting the team and that you are working towards the goal of joining an established league.

Write a Letter of Support

The NCBA can write a Letter of Support for you to use when attempting to become an organization and a club sport at your school. This letter will show the Student Government that you are intending to join an established and successful league and that the NCBA staff will be there to guide and advise you both in the creation of your team as well as the running of your team within the league.

Help You Create a Constitution

Student Organizations are required to create a constitution outlining their organization including its purpose, membership requirements, officer responsibilities, and by-laws. The NCBA can help you create such a constitution.

Help You Create a Budget

It is important to plan the financial aspect of running the team. You need to take into account how much you will be spending on league dues, uniforms, equipment, fields, umpires, tournament fees, and traveling expenses as well as how much money you will be receiving from your school. This will help you to estimate how much money you will need to raise through fundraisers, sponsors, and player dues. The NCBA can help you create a budget.

Guide You Through the Process

The NCBA will be there to guide you through the entire process of becoming a sport club at your school and then becoming a member of the NCBA. The staff will answer any questions you have along the way and make sure that you are on the right track. By



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working with the NCBA, you will always have someone that you can go to for help and support as you get your team started.

GENERATE INTEREST

Get Guys to Help

Your Director of Rec/Club Sports may know of some other guys who have tried to start a team or inquired about a club baseball team at the school. These are the guys you should contact right away to find out if they are interested in playing and perhaps helping you with the process of starting the team. If they are, you should delegate some responsibilities to these guys so you don't have to do everything yourself. Having a good foundation of officers will help you tremendously.

Talk to the Varsity Coach

You should also contact the varsity coach and let him know that you are starting a team. The coach might know of some players that were previously cut from the varsity team who may be interested in getting involved as a player or organizer.

Schedule an Interest Meeting

Next, you should pick a place and time to hold an interest meeting. Your Rec/Club Sports Director can help you reserve a room on campus to hold the meeting. This will be for all the guys you already know are interested in playing as well as all the guys you may not have met yet who are interested in playing. Thus, it is important for you to schedule this meeting well in advance so you have time to publicize it.

Spread the Word

Once you've locked down a time and place for your interest meeting, start spreading the word. Sign up for a spot at your school's Activities Fair. Have information about the team and the meeting to hand out to people and also have a signup sheet to get contact information for the guys you talk to. Create flyers and post them around the campus in the dorms, academic buildings, gyms, dining centers, and especially in the Athletic or Rec/Club Sports office. Ask the Rec/Club Sports Director if he/she can post the information on their website. You should also contact the varsity coach with the meeting information so he can pass it along to guys who don't make varsity. Contact the other club sport teams at your school and ask them to forward the information along to their teams and anyone else that might be interested. Guys who get cut from other teams might be interested in playing baseball. Players on other teams (even the girls' teams) may know of guys who are interested in playing. Make announcements in classes. The more people hear about your team, the better.

One way to make sure a lot of people find out about your team is through the internet. Create a Facebook group for your team and an "Event" for your meeting. Search for guys who list "baseball" in their profiles and send them messages about the team and an invite them to the meeting.



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HOLD AN INTEREST MEETING

Plan Your Presentation

You'll want to plan your meeting as if you are planning for a class presentation. Prepare what you want to discuss ahead of time and create an outline for you to follow during your meeting. You'll want to discuss what the team is about, who is in charge, and where you are in your stage of development. Most schools require that Student Organizations have officers who are responsible for running the organization. If you already have officers, introduce them and briefly explain what each of their roles are. If you do not have officers, explain the positions that need to be filled and what responsibilities each person will have. It may be helpful to have a handout with a brief description of each position to distribute to interested guys.

You should also discuss the NCBA. Explain what the organization is, what conference you will be joining, the teams you will be playing, and all the benefits that come with being in the league. Talk about the opportunity to attend Spring Training and the chance to earn a bid to the World Series. Make sure the guys have the website address (www.clubbasketball.org and www.clubbasketball.org/div2) so they can explore it themselves.

Prepare Handouts

You may want to prepare handouts to distribute to the guys at the meeting. These handouts should include important information about the team, information about the NCBA (including the website), and descriptions of officer roles.

Have a signup sheet to pass around at the meeting with sections for each guy to write his name, email address, phone number, and what position(s) he plays. Use the email addresses to create a list so you can send out mass emails about tryout or practice dates and other information about the team.

Set the Tone for Your Team

You get one chance to make a first impression with these guys. The way you conduct yourself during this meeting will set the tone for the entire year and will determine how these guys view you as an authority figure. If you command their respect during this meeting, you will have it for the rest of the year. If you are unorganized or lackadaisical, this attitude will be reflected in the guys when they show up for tryouts.

It is important to be organized, professional, and confident during this meeting. You want to show the guys that you are serious and dedicated and that you are looking for players with these same characteristics.



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OFFICERS AND COACHES

Elect Officers

If you have a group of guys that you've been working with and whom you trust, you can all decide to assume those roles for the first year. Alternatively, you can hold elections in which interested guys run for the office of their choice. If you hold elections, be sure to create a brief description of the responsibilities of each office so that the guys are aware of what they are running for and what duties they will assume if elected. It is important to have quality officers because they hold a large amount of responsibility. There have been teams in the past that had a lot of talent but were unsuccessful because of a lack of leadership and accountability among the officers.

There are many responsibilities that come with being an officer and it is important to divide up the duties so that each officer knows what he is responsible for. Duties that you will want to delegate include things such as scheduling, fundraising, equipment purchasing, uniform/apparel purchasing, public relations, and travel arrangements.

Find a Coach

When starting a team, it may be very difficult to find a coach, especially in a short amount of time. If there is someone who is qualified and capable, you may want to ask this person to be your coach. However, a player can also act as a coach. You can have multiple players assuming the roles of "Assistant Coaches" in order to help out with practice and coaching the bases. However, it is important to designate someone as the "Head Coach," even if that person is also a player, so there is someone making the final decisions on the field.

You should define the duties of the assistant coaches clearly so that each understands their roles. For example, you can have a pitching coach, a hitting coach, and a defensive coach. This way, you can break the team up into groups during practice and each coach knows what his responsibilities are and all the players know who is in charge. Remember though, you should have one head coach who oversees the other coaches and makes final decisions.



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CHAPTER 3: JOINING THE NCBA

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BENEFITS OF BEING IN THE NCBA

On the Field

Guaranteed conference or district games

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Support from the league

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HOW TO JOIN

The Rules

The first step to joining the NCBA is to **READ THE RULES** carefully and completely. The NCBA rules are based on the NCAA rules with a few modifications which were either voted upon by the NCBA member teams or put into place by the NCBA Rules Committee.

It is important to know exactly how the league is run and how your team is expected to operate within the NCBA. The rules contain important information regarding the number of games played, player eligibility requirements, uniform requirements and numerous other issues that are important for you to be fully informed about before committing to the league. If you have any questions, you can contact Director of Team Development Christian Smith at 412-321-8440 x104 or by email at Christian.Smith@CollClubSports.com

The “NCBA Rules and Regulations” can also be downloaded from the NCBA website (www.clubbaseball.org or www.clubbaseball.org/Div2/) by clicking the “Info” tab.

League Participation Agreement

Once you are ready to commit to joining the league, the next step is to have a team representative and a faculty advisor sign a New Team League Participation Agreement (LPA) and then fax it to: 412-321-4088. Then, mail the original along with a \$600 check made payable to “NCBA” to:

NCBA
850 Ridge Avenue
Suite 301
Pittsburgh, PA 15212

The League Participation Agreement is your team’s official commitment to join the league. Signing it indicates your team will do the following:

1. Adhere to all NCBA rules and regulations
2. Pay the appropriate fees and dues
3. Have all players execute the standard NCBA Participation Waiver

It also indicates the NCBA’s commitment to provide your team with the following:

1. Official recognition as a member of the National Club Baseball Association
2. Scheduling of a regular season conference schedule of games
3. Opportunity to compete for the right to participate in National Postseason play
4. Full access to the Official NCBA website (www.clubbaseball.org or www.clubbaseball.org/Div2/) for the purpose of tracking rosters, player stats, player bios, team records, conference standings, team website access, and team contact information



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Fax: (412) 321-4088

5. Participation in the Official NCBA Fundraising Programs
6. Pre-paid delivery of 5 dozen Official NCBA game balls
7. Pre-paid delivery of 2 BBCOR Certified baseball bats
8. Team coverage under an NCBA premium pre-paid \$2 million general liability insurance policy
9. Participation in the benefits of all Official NCBA Sponsorship programs
10. Opportunity to obtain Official NCBA Consultation on club baseball program management issues

It is important to realize that once you sign the LPA, you are legally bound to participate in the league. You cannot later choose to NOT be a member of the NCBA. The League Participation Agreement is a binding contract and your team will have to pay the fees and dues they agreed to upon signing the LPA.

The League Participation Agreement can also be downloaded from the NCBA website (www.clubbaseball.org or www.clubbaseball.org/Div2/) by clicking the “Info” tab.

Paying the Registration Fee

Once you have committed to joining the league, you will receive an invoice for the registration fee. This invoice describes how to pay by either check or credit card and schools often require an invoice before they will allow you to use team money to pay your fee. If paying by credit card, be sure to completely fill out the credit card portion of the invoice and fax it to the NCBA office at 412-321-4088.

Taxpayer/Employer Identification Number (TIN/EIN)

The Taxpayer Identification Number (TIN) is also referred to as the Employer Identification Number (EIN). The EIN is used to identify a business for tax purposes. Thus, schools need the NCBA’s EIN when making payments to the NCBA on behalf of your team.

The NCBA’s EIN is: 52-2270910

The EIN also appears at the top left of all invoices.

W-9 Form

The W-9 Form is used to request the EIN of an organization. Many schools require this form in order to make any payments to the NCBA. A completed and signed W-9 Form can be requested by emailing an NCBA representative.

Registration Form

After submitting your LPA, fill out and email the E-Registration Form to the Director of Team Development at Christian.Smith@CollClubSports.com. This form provides the NCBA with contact information for two team representatives, Head Coach (if applicable) as well as an advisor, helping to ensure a smooth line of communication.



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The Registration Form can also be downloaded from the NCBA website (www.clubbaseball.org or www.clubbaseball.org/Div2) by clicking the “Info” tab.

Due Date

You must submit your signed LPA, completed Registration Form, and registration fee by June 1st in order to guarantee your acceptance into the NCBA for the following season. After this deadline, you may still request to join the NCBA, however, you are not guaranteed admittance and your chances of being accepted into the league diminish as the next school year approaches.

Once the NCBA has received your team’s signed LPA, registration fee, and Registration Form, your team will officially become a recognized member of the National Club Baseball Association.



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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 Director 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 Region North/West/East Conferences and District I, II 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.



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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 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 a 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, Keith Mora at Keith.Mora@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 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 18.01.1, “Tobacco use is permitted during **NCBA Sanctioned Baseball Games**, both on the field and in the dugout,” but according to Rule 18.01.2, “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 for Division I and Rule 4.02.3 for Division II, 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



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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, 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 23.01.0-23.05.0: 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 20.03.0-20.04.0: 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 23.06.0-23.06.2 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 Sandy.Sanderson@CollClubsSports.com for Division I or Chrstitian.Smith@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 Sandy Sanderson (Sandy.Sanderson@CollClubSports.com) and for DII Teams contact Christian Smith (Christian.Smith@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 him/her 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 President, Sandy Sanderson at Sandy.Sanderson@CollClubSports.com for Division I or Christian.Smith@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 \$100 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. 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 section of the Info tab of the NCBA website at www.clubbaseball.org/official.asp or www.clubbaseball.org/div2/official.asp.



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“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.

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
- 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



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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 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



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



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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, 2014 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 50% off of the list 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.

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



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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 Keith Mora at Keith.Mora@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 webbing and heavy-duty zippers and hardware. Jensen lee is confident that ***their bag is***



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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.

Red Roof Inn

Red Roof Inn is the "Official Lodging Partner of the NCBA." All teams holding membership in the NCBA will receive a minimum discount of 15% on rooms for the duration of the agreement. Red Roof is a household name, synonymous with quality and value. When Red Roof's average daily rate of under \$50 is paired with the NCBA discount, NCBA member teams can save money without compromising quality in lodging. Red Roof offers hundreds of locations, so a Red Roof is never far away for all road trips. All NCBA teams need to remember the Red Roof Inn Volume Plan Plus Number associated with the NCBA discount. If booking online or over the phone, to receive the 15% discount on rooms at all Red Roof locations, all NCBA teams will need to do is either enter 608077 in the Volume Plan Plus Number section or mention it over



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the phone. Teams can also click on the Red Roof web banner located on the homepage of both NCBA websites where the Volume Plan Plus number will already be entered for you to save your 15%.

If you have any questions about this partnership or how to book rooms for your next trip, please contact the NCBA's Chris Girardi at 412-321-4088 x102 or at Chris.Girardi@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.



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CHAPTER 5: Making Your Team Better

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COACHING OPTIONS

You should always reevaluate your coaching options each season. What worked best one year might not work the next. What didn't work one year may now be effective. What was available one year might not be available the next and new options may present themselves.

Player Coaches

Many teams are unable (or simply don't want) to find a non-player coach. For these teams, having player-coaches is the best option. Most club teams are required to have a group of officers who handle the administrative side of being a club. These officers are often elected by the team and many teams find that they are also the best people to coach the team. Officers need to be responsible, dependable, and dedicated; as do coaches. If you plan on having your officer's coach as well, this should be made clear when they are being elected. In addition, coaches also need to be knowledgeable, decisive, and fair. Good officers don't necessarily make good coaches.

Some teams choose to have separate player-coaches who are not officers. Some people are better with administrative tasks and others are better with on-field responsibility. How you choose to divide up the responsibilities is up to you, but it should be made clear when electing officers and coaches. Additionally, if you do plan on using player-coaches, it may be a good idea to have more than one. Not only does it spread some of the responsibility, it allows for conversation and discussion about coaching decisions. One person may see something that someone else does not and having a collaborative coaching effort allows for multiple points of view to be discussed. However, while having assistant coaches may be beneficial, the NCBA recommends having one head coach who has the final say on things.

Volunteer Coach

Another option for coaching your team is to find a volunteer to do the job. Since most team budgets can't support a paid coach, this has to be someone who is willing to give up their time to help your team. It can be another student, a former player, a professor, a parent, an outside coach: basically anyone you feel is right for the job. But do not accept someone simply because they volunteer for the position. Make sure he/she is qualified, knowledgeable, and able to put in the time that is necessary. It is also important to make sure that this person's objectives and philosophies match with those of your team. It is your team, so select a coach who shares your goals and vision. If you are able to find a coach that is qualified and fits your team, it can be a very valuable asset. It sometimes helps to have someone making decisions who are objective and not a current player.

Paid Coach

A third coaching option is to have a paid coach. If you are able to compensate your coach, you may be able to draw a more talented person for the position. Whether you pay your coach and how much you pay is up to you.



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ROSTER SIZE

More Players, More Money

More players mean more dues coming in each semester. You can have up to 33 players on your NCBA roster each season, but this doesn't mean you cannot have more guys on the team. You can have as many guys as you want practicing with the team and playing in exhibition games (only players on the roster can play in NCBA games). Having extra players on your team also allows you to have inter-squad scrimmages at practice.

Additionally, having more players on the team means you have more people to help with fundraising, thus making your fundraising more successful.

Prevent Forfeits

Having more guys on your team creates depth on your bench. This allows you to replace injured or missing players and avoid forfeiting games when you lose a player. Many teams have run into trouble in the past when they unexpectedly lose a player due to injury or other unforeseen circumstances.

Creates Competition

Having more players on your team creates competition among players that are vying for the same position. As players compete for playing time, it raises the level and quality of play of all the players. If there is only one shortstop, that player knows that he has a spot in the lineup. But, if there are two or three players competing for that spot, each will try to step up their game to outshine the others and they will end up pushing each other to constantly improve the entire season.

PRACTICE

Set a Schedule

It is important to create structure for your team. You can do this by making a set practice schedule of at least 3 (preferably more) days per week. This will obviously depend heavily on the facilities you are able to use, when you have access, and how much it costs. However, if you cannot set a permanent practice schedule at the beginning of the season, be certain to set the days and times for practice each week. Let all the players know about the practice schedule at the beginning of the week so they can plan ahead.

Plan Each Practice

It is also important to make sure that the activities of each practice are scheduled in advance. The coach should plan each minute of practice so that the team can move right from one activity to the next without unnecessary downtime. Having practice planned out not only makes the time more efficient, it also creates structure and earns respect from the players. Having a coach that is organized and running an efficient practice shows the players that the coach is capable and dedicated. It is important for the players to be made aware of the fact that practice time and space are limited so efficiency is a crucial aspect of each practice session.



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Set Goals

You should set clear and defined goals for the team as a whole as well as for individual players. For the team, a goal may be to complete a certain drill without making a bad throw. For pitchers, it may be the number of pitches they throw in a practice or building their strength within the week. You should set goals for each practice as well as overall goals, such as having pitchers game ready by week 3 of practice. It is important for players to know what you expect from them and what they are working towards.

It is also important for the coaches to have goals. Goals for an individual practice may include things such as getting each player 20 swings off the pitching machine and 5 off live pitching. You may need to accomplish this through 2 or 3 different drills, but knowing what you want to accomplish will help you plan and run practice more efficiently. It is also important that you are working towards overall goals. If you want your pitchers to be game ready by week 3, you need to plan each practice with that in mind so that you are helping them work towards that goal.

Conditioning

Conditioning is an important part of training, especially during the off-season. When and how you do this is up to you. You can have the whole team run together at the end of practice or have individual groups (pitchers/catchers, infielders, etc.) do it at different times throughout practice. Some options for conditioning include running bases or running hills/stairs if available. However, if your practice time and space is limited (as it is for most teams), you don't want to waste valuable practice time doing conditioning drills. Instead, you can schedule separate conditioning practices.

You can hold conditioning practice in the off-season as well as during the season, especially if you are not able to get on a field every day. The good thing about conditioning is that you don't need a field or a gym: it can be done outside for free. Conditioning practice can consist of specific lifting exercises in the weight room, running as a team, bringing jump ropes to intersperse jumping with your running, or any other activity you can think of to get your team in shape. Conditioning is not only good for the physical health of the players, but team conditioning also builds unity and creates camaraderie among the players.

Use the resources that you have. Talk to trainers, people within the kinesiology department, sports medicine majors, etc. Ask them to help you set up a conditioning program for your team. These people are knowledgeable and can help you create a program specifically for baseball players and designed with your teams' goals in mind.

Mix it Up

Be sure to vary the activities and drills you do in practice each day. It is important to have structure and repetition, but it is also important to have variation to keep players motivated. Concentrate more on offense one day and more on defense the next. Focus on base running one day and throwing drills the next. Also throw in some fun activities



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every now and then like hitting or skills competitions. These activities are still good practice while also adding some lightness and fun that keeps practice interesting.

Make it Mandatory

Practices should not be optional. Players should never be late or miss a practice without clearing it with a coach in advance (unless it is an emergency). Players must have a legitimate reason for being late or missing a practice (such as a school-related commitment). This again creates structure while also promoting discipline and dedication. When players are late or miss practice, they are being disrespectful to both the coaches and their teammates. Players should know that they are expected to be on time, which means they are ready to practice at the scheduled start time. This does not mean they are still walking up to the field or putting on equipment.

Give Consequences

Players need to be held accountable for their actions. Players need to know in advance that lateness, laziness, and absence will not be tolerated. If they are late, their playing time suffers. If they miss practice, their playing time suffers. If they are lazy in practice, their playing time suffers and the team does extra sprints. Because you win and lose as a team, you should live and die as a team during practice. If a few players are fooling around and being lazy, the entire team will pay for it. This will prompt players to not only monitor their own behavior, but to police their teammates' behavior as well. Everyone should be pushing and motivating each other.

GAMES

Make Them Mandatory

Games should not be optional. There should be a set time for players to be ready to warm up before each game. If a player does not have his cleats on and glove in hand at this time, he is late. Players must have a legitimate reason for being late or missing a game and they must discuss it with a coach prior to the game. Making games mandatory legitimizes both the team and the coach(es). It shows the dedication that is required to be a part of the team while also providing structure.

Set Goals

You should create realistic goals for your team at the beginning of the season. These goals can include attaining a certain overall winning percentage, winning your conference, or winning the World Series. Goals can also include a certain team batting average, fielding percentage, or run differential. It is important to honestly evaluate your team at the beginning of the season and set high yet attainable goals. It is always good to shoot for something that may be out of reach, but you don't want your team to fall short of all their goals and feel they haven't accomplished anything. You should constantly be reevaluating your team and its goals and setting new goals along the way such as winning a specific tournament or cutting down on your errors from the previous week. Having goals set in advance allows each player to know what they are working for and to also know that all their teammates are working towards the same things.



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Create Rules

Let your players know what you expect of them during a game. Players should remain in the dugout area at all times. Only team members and staff are allowed in the dugout area during games. Players should not be interacting with fans during the game. Players must show respect to their own team and coaches as well as to the opposing team and coaches, all fans, and the umpires. Players are to be loose and ready to enter the game at any time, even if this means they must jog and throw in between innings. Players should always know what is going on and be able to tell you the score and situation at any point during a game.

Create a Duty Roster

Even though there are only 9 or 10 guys playing at one time, you will undoubtedly have additional guys who are sitting the bench but are nonetheless an important part of your team. There are many things for these bench players to be doing during a game: keep the book, keep track of the pitch count (balls and strikes), try to pick up the other team's signs, warm up one of the outfielders, warm up the pitcher while the catcher is putting on his gear, retrieve foul balls, coach the bases (which should always be done by a coach when possible), etc. Not only are these valuable contributions, but assigning players to these roles will help them feel included and keep everyone focused on the game. Having everyone involved and focused is important for late-inning rallies as well as substitutions. You should create a duty roster before each game and post it in the dugout.

Give Consequences

Players who show up late to a game (after the time they were to be ready to warm up) should not start that game and possibly not play at all. Players who miss a game should not play the next game (and possibly more games if it is warranted). Players who are not hustling during the game or running out to their positions each inning should be given one warning before being removed from the game. Do not allow such behavior to become a persistent problem. Enforcing consequences will lead to a team of dedicated, disciplined players.

Create a Team Atmosphere

It is important to not only act like a team, but to look like a team as well. You can do this by having matching uniforms, warm ups, and equipment bags. Looking like a team helps players to feel like a team and builds a sense of unity among the players. It also distinguishes the players from other students around campus when team members wear team apparel such as hoodies, jackets, and hats.

Have Fun

There are a lot of responsibilities that come with being a coach or an officer on your team. At times, the task can seem overwhelming. It is important to remember that you and all your teammates are here because you love baseball and you want to have fun.



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OFF THE FIELD

Team Bonding

It is important to create a sense of unity among your players. This comes from the on-field actions described above as well as some off-field experiences. A good way to promote team bonding is through team gatherings and dinners where new players can get to know each other and build a sense of camaraderie. You can also have social events with other club teams or organizations on your campus.

Another great way to promote team bonding is by staying together at away games and tournaments. Having all the players in the same house or hotel is a great way for players to hang out and get to know each other. This can also be a great way to break up any cliques that may be forming within the team through room assignments that put guys from different groups together. This encourages guys to get to know teammates who they would otherwise not interact with off the field.

Traveling in one or two large vans together also gets players spending time together. This not only promotes unity within your team, but also shows a united presence to opposing teams when you arrive at the field. It also reduces the risk of staggered arrival times or lost players.

Promoting the Team

Having social events with other teams also helps your team to create a presence on campus. The more people who know about your team, the larger your presence will be. A good way to increase your presence is to increase your publicity. Get to know some people who work for the campus newspaper or radio station. Get them to do some articles about the team or promote upcoming fundraisers or games. Look to reach out to your local community with fundraising efforts as well as community service projects. Increasing the visibility of your team around the campus and the community helps people to feel like they know you. When people feel like they know you, they are much more likely to support your team both on the field as fans and/or volunteers, and off the field with donations.

Using Campus Resources

You may not know how to go about marketing and creating publicity for your team, but other students at your school do. There are students that go to school specifically for marketing and public relations. You may have some on your team or your players may know some of these students. If not, you can always go to the professors who teach marketing and public relations classes. These students often need real organizations to use for their class projects. Forming relationships with such students is mutually beneficial because they are helping to promote your team and also getting credit for it in their class.



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Annual League Meeting

Each year, the NCBA holds the Annual League Meeting. This year's Annual League Meeting will be done online which will allow the greatest reach to all club baseball teams and enthusiasts. The meeting will provide an opportunity for everyone to learn more about the history and future of the NCBA, ask questions, and voice your opinions on the operation of the league. The annual league meeting is your opportunity to learn about the latest Hot Stove happenings around the league, and to provide your much-needed input to assure that the league is headed in the right direction. Be sure that your team is not left out of these important discussions.

It is important for teams to have representatives to go online to sit in on the meeting. The league meeting is the time when you can enact change and really help to shape the league. It does no good to complain about something in the middle of the season and then not show up to the meeting to discuss your concerns with the staff members as well as the rest of the teams in the league.



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APPENDIX A-1: SAMPLE CONSTITUTION

Note to clubs: It is the advice of the current parliamentarian to use this document as a rough guideline for the establishment of on campus organizations.

Article I - Name

The name of this organization shall be the _____ at Christopher Newport University.

Article II - Purpose

The purpose of the club shall be (a) to foster a wide student interest and participation in activities by providing leadership, programs, and service and (b) to assist students in developing skills and leadership.

Article III - Membership

Section 1. Any student regularly enrolled in Christopher Newport University may become a member of the _____ with voting and office-holding privileges. The standards for qualification and the amount of dues to be paid shall be determined by the club.

Section 2. Dues, having been decided on by the organization as \$____ per semester, shall be paid by members only.

Article IV - Executive Officers

The executive officers of the _____ shall be as follows: Chairman, Vice-Chairman, Secretary, and Treasurer. The aforementioned officers shall constitute the Executive Committee.

Article V - Duties of the Executive Officers

Section 1. The Chairman is to preside at Executive Committee membership meetings; appoint special committees with the approval of the Executive Committee.

Section 2. The Vice Chairman is to preside in the Chairman's absence and perform other such duties as may be required by the by-laws or resolutions of the Executive Committee. Plan and organize publicity for activities and special events.

Section 3. The Secretary is to attend all general correspondence of the organization and



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to keep minutes of all Executive Committee and membership meetings and to preserve the records of the organization. He/ She will also perform other such duties as may be required of the Executive Committee.

Section 4. The Treasurer is to supervise the financial administration of all revenue periodically to the Executive Committee and membership on the financial condition of the organization, and perform other such duties as may be required by the by-laws or resolutions of the Executive Committee.

Article VI - Meetings

Section 1. The regular meetings of the _____ shall be determined by the Chairman and the officers.

Section 2. Special meetings may be called by the Chairman at his/ her discretion.

Section 3. ____ Percent of the membership shall constitute a quorum.

Article VII - Elections

Section 1. Election of officers shall take place yearly during the fourth week of April.

Section 2. Any student is eligible for nomination as an officer of the Executive Committee who: (a) meets CNU's eligibility for student office holding which consists of a 2.0 grade point average and (b) fulfills the qualification as set up by the Executive Committee.

Section 3. A vacancy in any office, except the Presidency, shall be filled only by an election held among the members of the _____.

Article VIII - Recall of Officers

Officers of the organization may be dismissed for cause if due process is followed. Grounds for dismissal include dereliction of duties. A motion for a recall of an officer requires a 2/3 vote.

Article IX - Amendments

Amendments to this Constitution may be proposed to the voting membership by majority vote of the Executive Committee or by petition signed by 1/10 of the voting membership. Amendments shall be declared adopted which are presented at two general meetings and receive a majority favorable vote at both meetings by the voting members present.

Article X - By-laws



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By-laws, not inconsistent with the constitution, may be adopted or amended by 2/3 vote of the regular or special meetings, providing the by-laws are submitted in writing at least one week previously at either a regular or special meeting of the general membership.

Article XI- Role of the Advisor

The advisor of the organization shall provide support, counseling, and guidance in all situations. The advisor shall attend all meetings and offer advice.

Article XI - Ratification

This constitution shall become effective upon ratification by majority of the organization's membership and majority approval of the Student Government Association.

Signed,

Club President

Date: _____



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APPENDIX A-2: SAMPLES BUDGET

II. PLANNED INCOME

A. Membership Dues

Number of Members x	Membership Costs	Total income from Dues	
25	\$1250		\$2,500.00

Subtotal \$3,125.00

B. School input (*Recreation Dept, Student, G'ovt*)

Amount Anticipated	\$1,000.00
Subtotal	\$4,125.00

C. Donations/Sponsors (*Parents, Alumni, Family, Friends, Local Businesses*)

Donor: Joe Joe's Pizza Palace	Amount Anticipated	\$200.00
Donor: Student Book Store	Amount Anticipated	\$100.00
Donor: Subway	Amount Anticipated	\$100.00
Subtotal		\$400.00

D. Revenue Generating income (*Programs, Ticket Sales, Concessions, etc.*)

<u>Date</u>	<u>Event/items sold</u>	
4/16/2007	Concessions @ Game	Amount Anticipated \$50.00
4/17/2007	Concessions @ Game	Amount Anticipated \$50.00
4/24/2007	Concessions @ Game	Amount Anticipated \$50.00
Subtotal		\$150.00

E. Fundraisers (*Impact Sports, CampusFundraiser, My Sports Dreams, Northern Badger, etc.*)

Item Impact Sports	Amount Anticipated	\$1,000.00
Item My Sports Dreams	Amount Anticipated	\$2,500.00
Item AD Starr	Amount Anticipated	\$800.00
Item 50/50	Amount Anticipated	\$500.00
Subtotal		\$4,800.00

TOTAL INCOME \$9,475.00

III. EXPENSES:

A. Office Expenses (*Copying, postage, phone calls, etc*)

Item Postage	Total Cost	\$100.00
Item Copying	Total Cost	\$25.00
Subtotal		\$125.00

B. Advertising (*newspaper ads, posters, etc*)

Item School Newspaper	Total Cost	\$25.00
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Item	Ad Flyers	Total Cost	
			\$25.00
		Subtotal	\$50.00

C. Travel/Tournament Expenses (mileage, lodging, entry fees, food)

Where: PNC Park, Pittsburgh, PA			
When: 4/1/2007			
Number of Vehicles x	Cost/Vehicle		
5	\$40.00		\$200.00
Number of Nights x	Cost/Night x		
2	\$450.00		\$900.00
Entry Fees			\$0.00
Food Costs			\$0.00
Misc. Expenses			\$0.00
		Subtotal	\$1,100.00

Where: Jacobs Field, Cleveland, OH			
When: 4/10/2007			
Number of Vehicles x	Cost/Vehicle		
5	\$55.00		\$275.00
Number of Nights x	Cost/Night x		
2	\$450.00		\$900.00
Entry Fees			\$0.00
Food Costs			\$0.00
Misc. Expenses			\$0.00
		Subtotal	\$1,175.00

Where: UVA Tournament			
When			
Number of Vehicles x	Cost/Vehicle		
5	\$35.00		\$175.00
Number of Nights x	Cost/Night x		
2	\$450.00		\$900.00
Entry Fees			\$350.00
Food Costs			\$0.00
Misc. Expenses			\$0.00
		Subtotal	\$1425.00

D. Equipment (List equipment team needs to purchase: Uniforms, Hats, Bats, Balls, Helmets, C-Gear, Other)

Item	Anticipated cost	
Bats (DeMarini - 2, \$500+ Value)	Anticipated cost	FREE
Baseballs (5 Dz Game Balls, \$200+ Value)	Anticipated cost	FREE
Richardson Hats with NCBA Logo (REQUIRED)	Anticipated cost	\$375.00
Uniforms (25 @ \$90)	Anticipated cost	\$2,250.00
Practice Balls (5 Dz)	Anticipated cost	\$100.00



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Helmets (6 @ \$25)	Anticipated cost	\$150.00	
Catcher's Gear (1 set @ \$230)	Anticipated cost	\$230.00	
	Subtotal		\$3,105.00

E. Facilities (space rental fees)

Date	Facility		
4/16/2007	Wrigley Field	Anticipated cost	\$50.00
4/17/2007	Wrigley Field	Anticipated cost	\$50.00
4/24/2007	Wrigley Field	Anticipated cost	\$50.00
4/24/2007	Wrigley Field	Anticipated cost	\$50.00
		Subtotal	\$200.00

F. League Dues (Includes 2 Bats, 5 Dz Game Balls, & Liability Insurance)

NCBA		Anticipated cost	\$1,480.00
		Subtotal	\$1,480.00

G. Umpires

Date	Number of Officials x	Cost/Official	
4/16/2007	2	\$50.00	\$100.00
4/17/2007	2	\$50.00	\$100.00
4/24/2007	2	\$50.00	\$100.00
4/24/2007	2	\$50.00	\$100.00
		Subtotal	\$400.00

H. Miscellaneous Expenses

Liability Insurance (\$300+ Value)	Anticipated cost	FREE
Additional Insured (Wrigley Field)	Anticipated cost	\$100.00
Item	Anticipated cost	\$0.00
	Subtotal	\$100.00

I. Fund Raising project expenses

Date	Event	Item	
1/25/2007	My Sports Dreams	Postage	\$125.00
			\$0.00
			\$0.00
		Subtotal	\$125.00

TOTAL EXPENSES	\$9,285.00
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IV. PROJECTED BUDGET GAIN OR DEFICIT	\$190.00
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APPENDIX A-3: SAMPLE FLYER

Interested in Playing
 Baseball

BASEBALL



Come to the Pitt Club Baseball Interest Meeting
 Tuesday August 28, 2007
 William Pitt Union, Room 329
 8:00 PM

Come meet the officers and learn about the team and the
 National Club Baseball Association

Check out our website: www.pittclubbaseball.com
 or contact Jim Smith (jsmith@pitt.edu) for more information

Pull off a tab below and save the date!

Club Basebal 1									
8/28/07	8/28/07	8/28/07	8/28/07	8/28/07	8/28/07	8/28/07	8/28/07	8/28/07	8/28/07
W.P.U. 329									
8:00PM									
Email: jsmith @ pitt.edu									



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APPENDIX B-1: DIVISION I RULES
2014 NCBA Division I
RULES & REGULATIONS INDEX

1.00.00	(Conference Play)
2.00.00	(Inter-league Play)
3.00.00	(Determining Conference Standing/At-Large Bids)
4.00.00	(Game Length)
5.00.00	(Lineup Cards/Substitutions)
6.00.00	(Roster Size)
7.00.00	(Eligibility)
8.00.00	(Academic Eligibility)
9.00.00	(Uniforms)
10.00.00	(Equipment/Jewelry)
11.00.00	(Bat Rules)
12.00.00	(Official League Ball)
13.00.00	(Medical Personnel)
14.00.00	(Umpires)
15.00.00	(Field Requirements)
16.00.00	(Reentry)
17.00.00	(Designated Hitter)
18.00.00	(Courtesy Runners)
19.00.00	(Slide Rules)
20.00.00	(Hit By Pitch)
21.00.00	(Tobacco/Drug Use)
22.00.00	(Ejections)
23.00.00	(Forfeitures)
24.00.00	(Protests)
25.00.00	(Team Probation/Expulsion)
26.00.00	(Stats/Awards)



2014 NCBA Division I RULES & REGULATIONS

NOTE: The National Club Baseball Association follows the [NCAA Div 1 rules of play](#) with the following exceptions listed below.

- 1.00.00 (Conference Play)
- 1.01.0 All NCBA conference play will be broken up into 4-game, 3-game, or 2-game series.
- 1.01.1 While teams are allowed to play triple headers, they can never be forced to play 3 regular season conference games in a single day.
- 1.01.2 When submitting scheduling requests for Conference Play, teams are only permitted to request two of the following off:
- 1.01.2.1 Easter Weekend
- 1.01.2.2 First Weekend of Spring Break
- 1.01.2.3 Last Weekend of Spring Break
- 1.01.3 In Conference Play situations where the home field is swapped (SCHEDULED home team does not have access to a field and has to now travel to SCHEDULED away team), the team who is hosting the field is allowed to play as the home team upon agreement between both teams and the Regional Director.
- 1.01.3.1 However, in the eyes of the NCBA the game will still be viewed and recorded as originally scheduled and the future home/away schedule rotation will remain in tact.
- 1.01.3.2 Example: If in 2011 Team A is schedule to play at Team B but Team B can't get a field and agrees to play the game(s) at Team A's field with Team A being the home field, in 2012 Team B will be scheduled to play at Team A.
- 1.02.0 3- Team Conferences
- 1.02.1 NCBA teams in conferences made up of three or fewer teams will play both a 4-game series and a 3-game series against each conference opponent during a single NCBA season.
- 1.02.2 NCBA teams in conferences made up of three or fewer teams will alternate which series (4-game or 3-game) they play home and away with each conference opponent from one NCBA season to the next.

-
- 1.02.2.1 Example: If Virginia Tech played a 4-game series at Radford and hosted Radford for a 3-game series at Virginia Tech during the 2007 NCBA season, Radford will play a 4-game series at Virginia Tech and host Virginia Tech for a 3-game series during the 2008 NCBA season.
- 1.02.2.2 An exception is if a visiting team forfeits an entire away conference series without traveling to the opponent, then the following season the team that failed to make the away trip will once again be scheduled away against that particular conference opponent even if it means they must travel to them twice in the same season.
- 1.02.2.2.1 Once the forfeiting team has traveled to the opponent in which they had forfeited to, the conference schedule will return to its original rotation.
- 1.02.2.2.2 Example: If in 2011 Team A is scheduled to play 3 games at Team B and Team B is scheduled to play 4 games at Team A, but Team A forfeits the entire 3 game series and fails to make the trip to Team B, then in 2012, Team A will once again be scheduled to play both a 3 game series and a 4 game series at Team B. Should Team A actually travel to Team B for their conference series in 2012, then in 2013 the conference schedule would return to the original rotation with Team A once again being scheduled to play 3 games at Team B and Team B playing 4 games at Team A.
- 1.03.0 4 Team Conferences
- 1.03.1 NCBA teams in conferences made up of four teams will play both a home 3-game series and an away 3-game series against each conference opponent during a single NCBA season.
- 1.03.1.1 An exception is if a visiting team forfeits an entire away conference series without traveling to the opponent, then the following season the team that failed to make the away trip will once again be scheduled away against that particular conference opponent even if it means they must travel to them twice in the same season.

- 1.03.1.1.1 Once the forfeiting team has traveled to the opponent in which they had forfeited to, the conference schedule will return to its original rotation.
- 1.03.1.1.2 Example: If in 2011 Team A is scheduled to play 3 games at Team B and Team B is scheduled to play 3 games at Team A, but Team A forfeits the entire 3 game series and fails to make the trip to Team B, then in 2012, Team A will be scheduled to play both 3 game series at Team B. Should Team A actually travel to Team B for their conference series in 2012, then in 2013 the conference schedule would return to the original rotation with Team A once again being scheduled to play 3 games at Team B and Team B playing 3 games at Team A.

1.04.0 5+ Team Conferences

- 1.04.1 NCBA teams in conferences made up of five or more teams will play either a home 3-game series or an away 3-game series (but not both) against each conference opponent during a single NCBA season.
- 1.04.2 NCBA teams in conferences made up of five or more teams will alternate their home and away 3-game series with each conference opponent from one NCBA season to the next.
 - 1.04.2.1 Example: If Team A played a 3-game series at Team B during the 2011 NCBA season, Team B will play a 3-game series at Team A during the 2012 NCBA season.
 - 1.04.2.2 An exception is if a visiting team forfeits an entire away conference series with out traveling to the opponent, then the following season the team that failed to make the away trip will once again be scheduled away against that particular conference opponent.
 - 1.04.2.2.1 Once the forfeiting team has traveled to the opponent in which they had forfeited to, the conference schedule will return to its original rotation.
 - 1.04.2.2.2 Example: If in 2011 Team A is scheduled to play at Team B but forfeits the entire series and fails to make the trip to Team B, then in 2012, Team A will once again be scheduled to play at Team B. Should Team A actually

travel to Team B for their conference series in 2012, then in 2013 the conference schedule would return to the original rotation with Team A once again being scheduled to play at Team B and Team B playing at Team A in 2014.

1.05.0 Scheduling

1.05.1 Unless mutually agreed upon in writing to the Regional Director by both teams, the final game of a weekend conference series may not be scheduled to start later than 4pm local time Sunday of that week.

1.06.0 Rain Outs

1.06.1 In the event that an NCBA conference game(s) would be rained out, the teams have until midnight Thursday of the week following the week that the game(s) were originally scheduled to be played to mutually agree upon a make up date and submit it to their Conference Coordinator for approval.

1.06.2 Should the teams fail to mutually agree upon the make up date, the Conference Coordinator will officially set the make up date at his/her discretion.

1.07.0 Non-Conference Games

1.07.1 All NCBA teams are welcome and encouraged to supplement their conference schedule with non-conference games against: NCBA Member Club Baseball Teams, Non-NCBA Collegiate Club Baseball Teams, and any other Collegiate Baseball Team.

Conference games ALWAYS take top priority over non-conference games, and it is possible non-conference games may need to be bumped from the schedule in order to make up rained out conference games.

1.07.2 In the event that two NCBA teams play a game during a time period in which one team can count it as a "NCBA Sanctioned Baseball Game" and the other team must count it as an "Off Season Baseball Game", the by default the game is automatically considered an "Exhibition Baseball Game".

1.08.0 Conclusion of Conference Play

1.08.1 Conference play officially concludes at midnight of the Sunday prior to the scheduled start of the Regional Playoffs.

1.08.2 No additional conference games may be played after the official conclusion of conference play, even if games that were rained out have not yet been able to be made up.

- 2.00.00 (Inter-League Play)
- 2.01.0 Any game played between an NCBA Division I team and an NCBA Division II team must be played using NCBA Division I Rules of play.
 - 2.02.0 Any game between the NCBA Division I team of a College or University and that same school's NCBA Division II team is automatically considered an **Exhibition Baseball Game**.
 - 2.03.0 No baseball team holding membership in the NCBA may compete in another baseball league which runs simultaneously as the NCBA season.
 - 2.03.1 In the event that an NCBA member school has a 2nd team or a "B-Team" which operates with a completely different roster of players as the NCBA Member Team, that "B-Team" is allowed to compete in a another baseball league outside of the NCBA.
- 3.00.00 (Determining Conference Standing/At-Large Bids)
- 3.01.0 Determining Conference Standing
 - 3.01.1 For a team to be eligible to win their conference, the total number of conference games they played must equal or exceed 75% of the average number of conference games played by all teams in their conference including forfeits.
 - 3.01.2 For a team to be eligible to win their conference or receive an At-Large Bid, they must have played a minimum of 2 non-conference games excluding forfeits.
 - 3.01.3 The first criterion for determining conference standing is conference-winning percentage.
 - 3.01.4 The first tiebreaker for determining conference standing is conference game head to head results.
 - 3.01.5 The next tiebreaker for determining conference standing is conference game results versus the next best conference team.
 - 3.01.6 The next tiebreaker for determining conference standing is the lower number of conference game runs allowed versus the tied opponents including forfeits.
 - 3.01.7 The next tiebreaker for determining conference standing is the lower average of runs allowed per conference game played excluding forfeits.
 - 3.01.8 The final tiebreaker for determining conference standing is a coin toss.
 - 3.01.9 Once the tie breakers are used to determine the conference champion, the process starts over from the beginning to

determine the conference runner up with the conference champ excluded from consideration.

- 3.02.0 At-Large Bids
 - 3.02.1 On occasion the opportunity arises for one or more teams that do not win their conference to be selected to make the Regional Playoffs as an At-Large Bid.
 - 3.02.2 All teams selected to receive an At-Large Bid are chosen at the NCBA's discretion.
 - 3.02.3 Factors taken into account by the NCBA when selecting an At-Large Bid consist of but are not limited to:
 - 3.02.3.1 Did the team finish in 2nd place in their conference?
 - 3.02.3.2 How did the team perform against their conference champion?
 - 3.02.3.3 Is the team on probation?
 - 3.02.3.4 Has the team forfeited any games?
- 4.00.00 (Game Length)
 - 4.01.0 NCBA Spring Training Showcase
 - 4.01.1 All **NCBA Sanctioned Baseball Games** played at the NCBA Spring Training Showcase will be played in a 7-inning format.
 - 4.01.2 Mercy Rule 4.06.0 will remain in effect during all NCBA Spring Training Showcase games.
 - 4.02.0 Regular Season
 - 4.02.1 Any Double Header regular season **NCBA Sanctioned Baseball Game** will be played in a 7-inning format.
 - 4.02.1.1 An exemption to this is, if both teams wish to play one game of a double header in a 9-inning format so that they can play the single game of the series in a 7-inning format, they may do so if approved by the NCBA front office.
 - 4.02.1.1.1 Requests to play one game of a double header in a 9-inning format must be received (In writing) by the Conference Coordinator overseeing those games, no less than 48 hours in advance of the games scheduled start time.
 - 4.02.2 Any single (Non Double Header) regular season **NCBA Sanctioned Baseball Game** will be played in a 9-inning format.
 - 4.02.2.1 An exemption to this is, if both teams wish to play the single game of the series in a 7-inning format, they may do so if approved by the NCBA front

office, provided one game of the series double header is played in a 9-inning format.

- 4.02.2.1.1 Requests to play the single game of the series in a 7-inning format must be received (In writing) by the Conference Coordinator overseeing those games, no less than 48 hours in advance of the games scheduled start time.
- 4.02.2.2 An exemption to this is, if a game was previously cancelled due to inclement weather and is being rescheduled to be played mid week, it may be played in a 7-inning format if approved by the NCBA front office.
 - 4.02.2.2.1 Requests to play a make-up game in a 7-inning format must be received (In writing) by the Conference Coordinator overseeing those games, no less than 48 hours in advance of the games scheduled start time.
- 4.02.3 Mercy rule 4.06.0 will be in effect during all NCBA Regular Season games.
- 4.02.4 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.
- 4.02.5 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.
 - 4.02.5.1 A regular season 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 available opportunity as set forth by the Regional Director.
 - 4.02.5.2 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, 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.

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- 4.02.5.3 A halted game, when resumed will be played in the exact game length format in which it was started, and will continue until a winner is declared.
 - 4.02.5.4 Stats from this game will not count until the game is concluded and should not be submitted to the league.
 - 4.03.0 Regional Playoffs
 - 4.03.1 All NCBA Regional post-season playoff games will be planned to be played in a 9-inning format.
 - 4.03.1.1 It is at the discretion of the Regional Director whether it is logistically feasible to host the regional tournament in a 9-inning format. If deemed unfeasible, the Regional Director has the authority to alter the format of all or part of the regional tournament as deemed necessary to a 7-inning format.
 - 4.03.2 Mercy rule 4.06.0 WILL be in effect during Regional post-season play.
 - 4.03.3 A HALTED GAME RULE will be in effect during Regional post-season play.
 - 4.03.3.1 A Regional post-season game that has been stopped at any time after its start because of inclement weather, darkness, light failure or curfew will be continued at the next available opportunity as set forth by the Regional Tournament Director.
 - 4.03.3.2 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, 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.
 - 4.03.3.3 A halted game, when resumed will be played in the exact game length format in which it was started, and will continue until a winner is declared.
 - 4.04.0 National Championship World Series
 - 4.04.1 All NCBA World Series post-season games will be played in a 9-inning format.
 - 4.04.2 Mercy rule 4.06.0 will NOT be in effect during World Series post-season play.
 - 4.04.3 A HALTED GAME RULE will be in effect during National Championship World Series play.

- 4.04.3.1 A World Series game that has been stopped at any time after its start because of inclement weather, darkness, light failure or curfew will be continued at the next available opportunity as set forth by the National Championship Tournament Director.
- 4.04.3.2 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, 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.
- 4.04.3.3 A halted game, when resumed will be played in the exact game length format in which it was started, and will continue until a winner is declared.
- 4.05.0 All games with the score tied at the end of nine innings (Seven for double headers and Regional post-season games) will continue into extra innings until a winner is declared. If the game is still tied when the official declares the game must be stopped due to weather or darkness, the game remains tied until the game can be completed at a future date.
- 4.06.0 Mercy Rule:
 - 4.06.1 7-inning Game: 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.
 - 4.06.2 9-inning Game: 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.
 - 4.06.3 If the home team does not need to bat in their bottom half of the inning in order to go up by ten or more runs, then they are declared the winner, and play must be stopped.
 - 4.06.4 This rule is not in effect during World Series post-season play.
- 5.00.00 (Lineup Cards/Substitutions)
 - 5.01.0 Prior to the start of any **NCBA Sanctioned Baseball Game**, a lineup card must be submitted to both the opposing team and the home plate umpire.
 - 5.01.1 The game is not permitted to begin until the umpire has received and approved both teams' lineup cards.
 - 5.02.0 The lineup card must designate a manager/head coach for the team for that particular game.

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- 5.02.1 In the event that the lineup card does not designate a manager/head coach, by default who ever turns the lineup card in to the home plate umpire is designated the manager/head coach for that particular game even if it's a player.
- 5.02.2 The designated manager/head coach in a particular game will be charged for mound visits in that game in accordance with NCAA rules. (3 per game, 1 per inning)
- 5.03.0 The lineup card must list the last name and number worn during that particular game for all starting players and available substitutes.
- 5.03.1 Only substitutes listed on the lineup card are eligible to compete in that particular game.
- 5.04.0 All substitutions must be reported directly to the home plate umpire at the time of the substitution.
- 5.05.0 If for any reason either at the start or during the course of an NCBA DI game, a team has fewer than 9 eligible players, the game is declared a forfeit.
- 6.00.00 (Roster Size)
- 6.01.0 The official eligible NCBA roster is limited to no more than 33 players.
- 6.02.0 The 33 players listed on the roster are the **ONLY** players allowed to compete in any **NCBA Sanctioned Baseball Game**.
- 6.02.1 Any team found playing a player (in an **NCBA Sanctioned Baseball Game**) not on the current official roster will be issued a forfeit for all games that the above-mentioned player has competed in.
- 6.02.2 Any team found playing any **NCBA Sanctioned Baseball Game** with less than nine players on their eligible roster will **AUTOMATICALLY** be forced to forfeit any victories achieved while having no eligible roster.
- 6.02.2.1 Additionally the team is **AUTOMATICALLY** placed on probation.
- 6.02.2.2 Player statistics for both teams of a game forfeited due to a participating team having less than nine players on their eligible roster **DO NOT** count.
- 6.02.2.3 In the event that an **NCBA Sanctioned Baseball Game** is played with neither team having at least nine players on their eligible roster, then the game itself and the player statistics from that game **DO NOT** count and both teams are **AUTOMATICALLY** placed on probation.

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- 6.03.0 Each player, coach and manager on the roster **MUST** have a signed liability waiver on file with the NCBA.
- 6.03.1 Any team found playing a player (in an **NCBA Sanctioned Baseball Game**) without a liability waiver on file with the NCBA may be removed from the NCBA without reimbursement.
- 6.04.0 Each team is allowed to add players to their roster at any time up until and including April 15. Once the team's roster has grown to 33 players, no more players may be added.
- 6.04.1 In a single NCBA season, no more than 3 players can be removed from a team's official NCBA roster.
- 6.04.1.1 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.
- 6.04.1.2 Those players being removed from the roster can only be removed between January 25th and January 31st inclusively.
- 6.04.2 Schools with both an NCBA DI and DII team 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.
- 6.04.2.1 No player can be moved more than once in a single NCBA season.
- 6.04.2.2 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 player and cannot be filled by another player.
- 6.04.2.3 No player can be eligible to play on both the DI and DII teams at the same time.
- 6.04.2.4 The deadline for players to be moved up to DI from DII is the NCBA Roster Freeze date of April 15th.
- 6.04.2.5 The deadline for players to be moved down to DII from DI is prior to start of the DI team's 4th played or forfeited conference game of the season.
- 6.04.2.5.1 The deadline remains prior to the 4th conference game even if any or all of the first 3 conference games of the season result in forfeits.
- 6.04.2.5.2 In the event that any or all of the first 3 conference games are rained out, those rained out games no longer count as one of the first 3 played or forfeited conference

games unless they are rescheduled to a date that would keep them as such.

- 6.05.0 Players are not deemed eligible to participate in any **NCBA Sanctioned Baseball Game** until their paperwork has been processed with the league. When the player appears on the team's roster, which is available on the Official NCBA Website (www.clubbaseball.org), then that player is then eligible to compete in **NCBA Sanctioned Baseball Games**.
- 7.00.00 (Eligibility)
- 7.01.0 Players are not deemed eligible to participate in any **NCBA Sanctioned Baseball Game** until their paperwork has been processed with the league. When the player appears on the team's roster, which is available on the Official NCBA Website (www.clubbaseball.org), then that player is then eligible to compete in **NCBA Sanctioned Baseball Games**.
- 7.02.0 Any team found playing an ineligible player will be penalized by forfeiting all games that that ineligible player participated in while holding an ineligible status.
- 7.03.0 All players playing in an **NCBA Sanctioned Baseball Game** MUST be a member of the Institution, which that team represents. An example is that no member of the University of Texas may play for the Texas A&M Baseball Club.
- 7.03.1 Students from a school's Satellite campus ARE eligible to participate on the main campus's club baseball team, given that the satellite campus does not have its own NCBA sanctioned baseball team.
- 7.03.2 Players who begin the spring season as a registered student and then graduate in the middle of the season will remain eligible to compete for the remainder of the season.
- 7.04.0 A player with any previous professional experience in the sport of baseball is NOT eligible to play in any **NCBA Sanctioned Baseball Game**.
- 7.05.0 Faculty members are NOT eligible to play in any **NCBA Sanctioned Baseball Game**.
- 7.06.0 A player playing in an **NCBA Sanctioned Baseball Game** MUST hold **Full-Time Status** with that team's College or University.
- 7.06.1 An exception is if a **Final Semester Student** requires less than a Full-Time load in order to graduate.
- 7.06.2 An exception is if a player who graduates at the end of the fall semester will remain eligible to compete in the immediately following spring season provided he is enrolled in at least 1 credit during the spring semester.

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- 7.06.3 An exception is if a player who begins the spring season as a registered student and then graduates in the middle of the season will remain eligible to compete for the remainder of the season.
- 7.07.0 Any player playing in an **NCBA Sanctioned Baseball Game** MUST have enrolled with **Full-Time Status** before their 25th Birthday.
- 7.07.1 The only exception is if a Student went straight from High School to the Military and then enrolled full time in college during the semester immediately following their discharge from the military.
- 7.07.2 In this case, the student athlete will only be granted the amount of eligibility left had he/she started their freshman year at age 24.
- 7.08.0 Each student-athlete shall complete his five seasons of participation in intercollegiate baseball within six calendar years from the beginning of the semester or quarter in which the student-athlete first registered for a minimum full time program of studies in a collegiate institution, with time spent in the armed services, on official church missions or with recognized foreign aid services of the U.S government being excepted.
- 7.08.1 For foreign students, service in the armed forces or on an official church mission of the student's home country is considered equivalent to such service in the United States.
- 7.08.2 If a student-athlete enrolls in a regular term of a collegiate institution at the first opportunity following the completion of any one of the commitments described in the exceptions in this bylaw, the elapsed time (i.e. the exact number of calendar days) between completion of the commitment and the first opportunity for enrollment may be added to the exact number of days served on active duty in the armed services or on an official church mission and will not count toward student-athlete's six year eligibility. It is not permissible to extend the six-year period by additional time beyond the first opportunity to enroll; i.e. the opening day of classes of the first regular term at the institution in which the student athlete enrolls as a regular student immediately following the termination of the active duty commitment.
- 7.09.0 For a player to participate in the NCBA using a fifth year of eligibility, that player must NOT have exhausted four years of eligibility at the Varsity Level.
- 7.10.0 If a player is injured and is unable to play any part of a season, he may file an appeal for a medical red shirt. If the appeal is granted, the player may be granted an additional season of competition. All

- appeals must be filed with the NCBA Commissioner and are granted at the Commissioner's discretion.
- 7.11.0 NCBA rules indicate that any competition, regardless of time, during an intercollegiate baseball game counts as a season of competition. It does not matter how long the player was involved in a particular game (for example, one at bat, one pitch, one pinch running appearance), the player is charged with one season of competition.
- 8.00.00 (Academic Eligibility)
- 8.01.0 At the time of any roster submission, a letter from the academic institution must be submitted to the NCBA listing that each player holds a minimum 2.0 cumulative GPA and is not on academic warning or probation.
- 8.01.1 Teams in the Mid-Atlantic, South Atlantic, Great Lakes, Mid-America, Gulf Coast, Northern Pacific, and Southern Pacific Regions must not submit an Academic Eligibility Letter signed prior to January 1st of the current season.
- 8.02.0 Teams in the North Atlantic Region are required to submit a 2nd academic eligibility letter prior to the start of the spring portion of their conference season in order to reconfirm that all rostered players remain academically eligible.
- 9.00.00 (Uniforms)
- 9.01.0 Definition
- 9.01.1 The following items have been determined to be considered part of the team uniform and thus must match the rest of the team: Hat, Jersey Top and associated decorations and trim, Pants and associated trim, Belt Color, Sock Color, Exposed Under Sleeve Color.
- 9.01.2 The following items have been determined to be exempt from having to match the rest of team: Sock style, Catchers Gear Color.
- 9.02.0 Penalty
- 9.02.1 In the event that a player and/or coach is not dressed in uniform with the rest of the team, the umpire is to give that player/coach an opportunity to get into uniform or else is AUTOMATICALLY ejected from that game.
- 9.03.0 Players Uniform
- 9.03.1 The NCBA will adhere to all NCAA requirements regarding player's uniforms including:
- 9.03.1.1 Effective July 1, 2013, it **IS** required that each team have **TWO** sets of uniform jerseys of contrasting colors.

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- 9.03.1.2 It is the responsibility of the visiting team to wear a contrasting uniform color to the jersey worn by the home team during any **NCBA Sanctioned Baseball Game**.
- 9.03.1.2.1 The penalty for any player/coach of a visiting team that is not wearing a contrasting jersey color to the home team will be as follows:
- 9.03.1.2.1.1 The umpire will give any/all players/coaches in violation one opportunity to change their jersey in order to become compliant with the rule.
- 9.03.1.2.1.2 Should the player/coach fail to come in to compliance, they will be **AUTOMATICALLY** ejected from the game.
- 9.03.1.3 It is **RECOMMENDED** that the home team notify the visiting team of their jersey color choice at least 24 hours prior to the first game of the series and immediately following game 1 of a double header.
- 9.04.0 Coaches Uniform
- 9.04.1 The NCBA will adhere to all NCAA requirements regarding coach's uniforms excluding the following exceptions.
- 9.04.1.1 A coach may wear a jacket or windshirt **OVER** the uniform top provided it is a team issued item, which matches the team's colors.
- 9.04.1.2 When coaching the bases, the uniform game jersey and uniform pants must be worn. If a team jacket or windshirt is worn, it **MAY** be worn **OVER** the official uniform provided it is a team issued item, which matches the team's colors and is of a non-distracting nature.
- 9.05.0 Official Hat of the NCBA
- 9.05.1 All players and coaches on teams holding membership in the NCBA will be required to wear the officially designated brand of baseball hat (Richardson) during all **NCBA Sanctioned Baseball Games**.
- 9.05.1.1 Failure to comply with this rule will result in a player being deemed "Out of Uniform" and thus ineligible to participate in any **NCBA Sanctioned Baseball Game** while out of uniform.

- 9.05.2 All players and coaches on teams holding membership in the NCBA will be required to wear a hat featuring the official NCBA logo (see 9.05.2.1) during all **NCBA Sanctioned Baseball Games**.



9.05.2.1

9.05.2.2

Teams may choose the color in which the letters N-C-B-A will be embroidered on their hats.

9.05.2.3

Failure to comply with this rule will result in a player being deemed “Out of Uniform” and thus ineligible to participate in any **NCBA Sanctioned Baseball Game** while out of uniform.

9.06.0 Uniform Sponsors

9.06.1

An exemption to the NCAA Uniform Rules allows NCBA Member Teams to advertise sponsors on their uniforms provided the Sponsor AND the Advertisement Artwork are approved by the NCBA front office.

9.06.1.1

Requests for approval can be sent to info@collclubsports.com and must include advertisement artwork, a detailed description of the sponsors nature of business, as well as full email/phone/web contact information for the sponsor.

9.07.0 Dugout Personnel

9.07.1

All players, coaches, injured players, managers, trainers, scorekeepers, or other team personnel in the dugout during an **NCBA Sanctioned Baseball Game** are required to wear either the official team uniform or another type of school affiliated team shirt or jacket.

9.07.1.1

Failure to comply with this rule will result in the person in violation being forced to leave the dugout.

10.00.00 (Equipment/Jewelry)

10.01.0

The pitcher’s glove may not be white or gray, exclusive of piping nor, in the judgment of the umpire, be distracting in any way.

10.01.1

A violator shall be given reasonable time to correct the situation. If it is not done, the violator shall be ejected from the game.

10.01.2

If a play is made with illegal equipment, the offensive team has the choice of taking the play or having the play voided with the pitch being made again.

10.02.0

Jewelry may be worn during **NCBA Sanctioned Baseball Games**, unless the umpire feels the item is of a direct safety hazard.



11.00.00 (Bat Rules)

11.01.0 The NCBA follows NCAA Bat Rules which states that only bats that are BBCOR certified are legal for use.

11.01.1 The penalty for a player who uses an illegal bat (per NCAA rules) are as follows:

11.01.1.1 If the bat is detected before the first pitch of the at bat, the bat is to be removed from the game and the player must use a legal bat. If the player tries to use an illegal bat again in that game, he is AUTOMATICALLY ejected.

11.01.1.2 If the bat is detected after the first pitch of the at bat and prior to the first pitch to the next batter, the bat is to be removed from the game, the batter is declared out, and the runners are not allowed to advance. If the player tries to use an illegal bat again in that game, he is AUTOMATICALLY ejected.

11.02.0 Wood bats and BBCOR certified composite bats are also legal for use.

12.00.00 (Official League Ball)

12.01.0 The official league ball of the NCBA will be the Rawlings R1NCBA baseball featuring the NCBA logo.

12.02.0 During **NCBA Sanctioned Baseball Games**, the home team is responsible for providing the umpire with 4 new official league balls at the start of any 9-inning game and 3 new official league balls at the start of any 7-inning game plus a sufficient quantity of game used official league balls to meet the umpire's discretionary needs.

12.02.1 If a baseball can't be identified as having ever been an official Rawlings NCBA league ball OR if the umpire deems that the ball is physically unfit for play, then it is illegal for use in an NCBA Sanctioned Baseball Game.

12.03.0 Any game played without the required number of official league balls will result in a forfeit against the home team upon protest.

12.03.1 In the event that an illegal ball is discovered in play, the home team can immediately replace the ball with a legal one with no risk of a forfeit.

12.03.2 In the event that an illegal ball is discovered in play, the result of the previous pitch stands and play is continued with an official league ball.

13.00.00 (Medical Personnel)

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- 13.01.0 While it is not required for the home team to provide on site medical personnel (i.e., trainer or EMT), the home team is required to provide some sort of communications equipment capable of summoning medical personnel in the event of an emergency (i.e., telephone, cell phone, or CB radio).
- 14.00.00 (Umpires)
- 14.01.0 During **NCBA Sanctioned Baseball Games**, the home team is responsible for providing umpires for each competition.
- 14.02.0 It is the responsibility of the home team to provide the umpires with a copy of the Official NCBA Rules prior to the start of each game.
- 14.03.0 The umpires **MUST** be of High School certified or higher.
- 14.03.1 It is **RECOMMENDED** that umpires be Junior College certified or higher.
- 14.03.2 It is **RECOMMENDED** that umpires be **NCBA CERTIFIED** if available.
- 14.03.3 Legion certified umpires are acceptable.
- 14.03.4 An umpire is deemed unqualified to umpire an **NCBA Sanctioned Baseball Game** if he/she is currently registered as a student at one of the schools scheduled to compete in that game.
- 14.04.0 It is required that the home team schedules two umpires to officiate each competition.
- 14.04.1 The game may be played provided that at least one approved umpire is present.
- 14.05.0 If no umpires have arrived within 15 minutes after the competition is officially scheduled to start, the game is forfeited to the visiting team.
- 14.06.0 If a second game of double-header is scheduled, the home team has an additional 45 minutes from the time that 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.
- 15.00.00 (Field Requirements)
- 15.01.0 The NCBA encourages the use of fields with bullpens available, but acknowledges that they are not a requirement.
- 15.02.0 The NCBA encourages any home team who wishes to use a field with a portable artificial mound, to notify their opponent of such a mound at least 72 hours prior to the start game.
- 15.03.0 The NCBA encourages the use of fields with securely fixed bases, but acknowledges that they are not a requirement.

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- 15.04.0 The NCBA encourages the use of chalked or painted Out of Play lines, but acknowledges the use of “Imaginary” Out of Play lines to be acceptable.
- 15.05.0 In the event that a home team desires to secure a home field for use during any **NCBA Sanctioned Baseball Game** that is more than 75 miles from their campus, they must seek and be granted approval by their scheduled opponent and Conference Coordinator in advance.
- 15.05.1 In this case, the home team must submit their request for approval to their scheduled opponent and Conference Coordinator (via email AND phone call) no less than 14 days prior to the first day of the scheduled week in which the respective game(s) are scheduled to be played.
- 15.05.2 In this case, the visiting team has 5 days from the date of requested approval to respond to the home team and Conference Coordinator, otherwise, the home team is granted approval by default.
- 15.05.3 In the event that the home team fails to request approval in a timely manner or is not granted approval by their scheduled opponent, they will be forced to find a field closer to campus or forfeit the game(s).
- 15.05.4 However, in the event that the home team fails to request approval in a timely manner and/or the visiting team has denied the home team approval to use the field in question, yet the visiting team travels to this field in question regardless, then the NCBA will automatically assume that the visiting team approves of the use of the field in question.
- 15.06.0 In the event that a home team desires to secure a home field for use during any **NCBA Sanctioned Baseball Game** that is between 25 and 75 miles from their campus, they must notify their scheduled opponent and Conference Coordinator in advance.
- 15.06.1 In this case, the home team must submit their notification to their scheduled opponent and Conference Coordinator (via email AND phone call) no less than 7 days prior to the first day of the scheduled week in which the respective game(s) are scheduled to be played.
- 15.06.2 In the event that the home team fails to notify their opponent in a timely manner, they will be forced to find a field closer to campus or automatically be placed on probation.
- 15.07.0 The NCBA encourages that if a home team’s field is unplayable due to weather and the visiting team is able to secure a field and

- umpires within 25 miles from the home team's campus, that the game be played at the alternate field.
- 15.08.0 The NCBA encourages that prior to the start of any NCBA regular season baseball game, that once both teams have arrived on site AND the field is available for the game, the visiting team should be afforded an equal amount of time to use the field for warm ups as the home team.
- 16.00.00 (Reentry)
- 16.01.0 There is NO REENTRY allowed in any Division I **NCBA Sanctioned Baseball Game**.
- 17.00.00 (Designated Hitter)
- 17.01.0 The NCBA follows NCAA Designated Hitter Rules which state that the designated hitter may only be used for the pitcher. The NCAA rule is listed below for convenience:
- 17.02.0 The designated hitter (DH) is a player designated to bat for the starting pitcher and all subsequent pitchers. The DH may bat in any position in the lineup, and this position cannot be changed. The DH must be so designated before the game and included in the lineup cards presented to the umpire-in-chief. In this case, the team actually is using 10 players, with the pitcher not listed in the batting order.
- 17.03.0 It is not mandatory that a player be designated to bat for the pitcher. If the pitcher is listed in the starting batting order, the pitcher automatically becomes the DH. In this case, the pitcher is to be considered as two players, both pitcher and DH, and can be substituted for as such.
- 17.03.1 Note: For substitution purposes, the pitcher is not to be considered a defensive position.
- 17.04.0 The designated hitter is subject to the following conditions:
- 17.04.1 Pitcher or DH is moved to a defensive position (10-player lineup)
- 17.04.1.1 If the DH is not the pitcher and the DH or the pitcher is moved to a defensive position (this change may be made at anytime):
- 17.04.1.1.1 The DH is terminated for the remainder of the game.
- 17.04.1.1.2 The pitcher being placed at a defensive position must bat in place of the defensive player removed, unless more than one substitution is made. The coach must designate their positions in the batting order at that time.

- 17.04.1.1.2.1 If two or more substitute players of the defensive team enter the game simultaneously, the coach or a representative immediately shall designate to the umpire-in-chief the position of each in the team's batting order. If this is not done immediately, the umpire shall place them in the batting order.
- 17.04.1.1.2.2 **A.R.**—When the pitcher is not the designated hitter, moving the pitcher to a defensive position and bringing in only one new substitute player does not constitute multiple substitution for the purpose of batting-order changes. The pitcher moved to the defensive position must bat in the spot of the defensive player replaced and the new pitcher must bat in the DH position.
- 17.04.1.1.3 If only one substitution is made, the new pitcher must bat in the previous spot of the DH.
- 17.04.1.1.4 **A.R. 1**—Multiple substitution, used for the purpose of changing the batting order, does not occur unless two new players (not including the pitcher going to a defensive position) are brought into the game.
- 17.04.1.1.5 **A.R. 2**—The DH is moved to a defensive position and the pitcher remains in the game as the pitcher. If the DH is placed at a defensive position, the DH is terminated. The former DH, who now is a defensive player, must continue to bat in the original DH spot. The pitcher must bat in the lineup spot of the removed defensive player).
- 17.04.1.1.6 **A.R. 3**—When the designated hitter and the pitcher both enter on defense at the same time, the coach must designate the positions in the batting order of the new pitcher and the previous pitcher.
- 17.04.2 Game pitcher is not the DH (10-player lineup)
 - 17.04.2.1 If the game pitcher is not the DH and is replaced as the pitcher, the replaced pitcher may:

- 17.04.2.1.1 Upon removal from the pitching position, he may be immediately inserted as the DH; the pitcher may not re-enter the game in any other capacity.
- 17.04.2.1.2 At any time, 1) be moved to a defensive position and must bat in place of the defensive player removed. The DH is terminated, or 2) be removed as a pitcher but remain in the game and bat for the DH. This change must be announced at the time the pitcher is removed. There is no loss of the DH but the player may not re-enter the contest in any other capacity.
- 17.04.2.1.3 **A.R.**—At any time, before the pitcher's removal as the game pitcher, he may pinch run or pinch hit for only the DH and become the DH.
- 17.04.3 DH is not the pitcher (10-player lineup)
 - 17.04.3.1 If the DH is not the pitcher and is replaced offensively, the original DH may replace the pitcher at the time of substitution.
 - 17.04.3.1.1 The individual may not return as the DH or in any other capacity.
 - 17.04.3.1.2 There is no loss of the DH.
 - 17.04.3.1.3 Once a player leaves the offensive lineup, that player cannot return offensively.
 - 17.04.3.1.4 **A.R.**—The DH may go in to pitch, then subsequently be relieved as the pitcher and still remain the DH.
- 17.04.4 Replaced as a DH (nine-player lineup)
 - 17.04.4.1 When the P/DH, whether as the starting P/DH or a subsequent one, is replaced as the DH, the individual may remain in the game as a pitcher. However:
 - 17.04.4.1.1 The P/DH cannot subsequently move to a defensive position.
 - 17.04.4.1.2 The P/DH cannot return as the designated hitter.
- 17.04.5 P/DH replaced as a pitcher (nine-player lineup)
 - 17.04.5.1 When replaced as the pitcher, the P/DH may:
 - 17.04.5.1.1 Remain as the DH and bat only in the DH spot. If remaining a DH, the individual or a subsequent DH cannot enter the game in any

- other capacity (i.e., as the pitcher, defensive player or pinch runner).
- 17.04.5.1.2 The DH may be moved to a defensive position at the time, but:
- 17.04.5.1.2.1 The DH is terminated for the remainder of the game.
- 17.04.5.1.2.2 The P/DH being placed at the defensive position must bat in the original DH spot.
- 17.04.5.1.2.3 The new pitcher must bat in the spot of the replaced defensive player.
- 17.04.5.1.2.4 If the P/DH goes to a defensive position, the individual may return as a pitcher once since the P/DH originally was considered as two different players. If the P/DH was removed as a pitcher on the second trip of an inning or after the third free trip, the player cannot return to pitch.
- 17.04.5.2 At the time the coach makes the pitching change, he shall indicate to the plate umpire the playing status of the removed pitcher.
- 17.04.5.3 PENALTY—Once the coach has reached the dugout, the coach may not move the pitcher to a defensive position or have the pitcher remain as the DH.
- 17.04.6 Defensive player becomes the pitcher (nine- or 10-player lineup)
- 17.04.6.1 If a defensive player becomes the pitcher:
- 17.04.6.1.1 The DH is terminated for the remainder of the game.
- 17.04.6.1.2 The DH may assume the defensive player's position.
- 17.04.6.1.3 Any substitute player who comes in for the defensive player must bat in the DH spot.
- 17.04.7 Runner or batter substituted for the DH (nine- or 10-player lineup)
- 17.04.7.1 A runner or batter may be substituted for the DH and then become the DH.
- 17.04.7.1.1 A replaced DH may remain in the game only as a pitcher and the change must be announced at the time of substitution.

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- 17.04.7.1.2 The DH may not run for any other player in the lineup at any time.
- 17.04.8 Pinch hitter enters the game to pitch (nine- or 10-player lineup)
- 17.04.8.1 Once the pinch hitter bats for any player in the batting order and then enters the game to pitch, the DH's role is terminated for the remainder of the game.
- 17.04.8.2 A player who is removed from the game cannot re-enter in any capacity.
- 17.04.9 Pitcher as a pinch hitter or pinch runner (10-player lineup)
- 17.04.9.1 If the lineup change is made while the pitcher's team is on offense, the pitcher may pinch hit or pinch run only for the DH and be both. The pitcher then may be replaced as the DH and remain as the pitcher.
- 17.04.9.2 **PENALTY**—A violation of this rule requires that the pitcher be disqualified from the game.
- 17.04.10 DH ejected from game (nine- or 10-player lineup)
- 17.04.10.1 If ejected from the game, the DH may be replaced by another DH. The DH position is not terminated by the ejection.
- 17.04.10.2 **A.R.**—If the DH also was the pitcher (P/DH), the DH may be replaced by two players—a pitcher and a DH—or by one player, a P/DH.
- 18.00.00 (Courtesy Runners)
- 18.01.0 There are **NO COURTESY RUNNERS** allowed in any Division I **NCBA Sanctioned Baseball Game**.
- 19.00.00 (Slide Rules)
- 19.01.0 Bases
- 19.01.1 During all **NCBA Sanctioned Baseball Games**, any player forced into a base may slide within one arm's length on either side of the bag in order to break up the play.
- 19.01.1.1 It is at the umpire's discretion on ruling if a base runner slides with an attempt to injure rather than aggressively trying to break up the play. An example would be the base runner raising his spikes to injure the fielder.
- 19.01.1.2 If the umpire rules that the base runner's slide is in fact with an attempt to injure, the base runner is automatically ruled **OUT** and ejected from the game.

19.02.0 Home Plate

19.02.1 During all **NCBA Sanctioned Baseball Games**, the NCBA has adopted the **NCAA Collision Rule** regarding contact at the plate:

19.02.1.1 When there is a collision between a runner and a fielder who clearly is in possession of the ball, the umpire shall judge: (1) Whether the collision by the runner was avoidable (could the runner have reached the base without colliding) or unavoidable (the runner's path to the base was blocked); (2) Whether the runner actually was attempting to reach the base (plate) or attempting to dislodge the ball from the fielder; or (3) Whether the runner was using flagrant contact to maliciously dislodge the ball.

19.02.1.1.1 PENALTY—If the runner attempted to dislodge the ball, the runner shall be declared out even if the fielder loses possession of the ball. The ball is dead and all other base runners shall return to the last base touched at the time of the interference.

19.02.1.1.1.1 If the fielder blocks the path of the base runner to the base (plate), the runner may make contact, slide into, or collide with a fielder as long as the runner is making a legitimate attempt to reach the base or plate.

19.02.1.1.1.2 If the flagrant or malicious contact by the runner was before the runner's touching the plate, the runner shall be declared out and also ejected from the contest. The ball shall be declared dead immediately. All other base runners shall return to the bases they occupied at the time of the pitch.

19.02.1.1.1.3 If the contact was after a preceding runner had touched home plate, the preceding runner will be ruled safe, the ball becomes dead immediately and all other base runners will return to the base they had last touched before the contact.

- 19.02.1.1.1.4 If the runner is safe and the collision is malicious, the runner shall be ruled safe and ejected from the game. If this occurs at any base other than home, the offending team may replace the runner.
- 19.02.1.2 If the defensive player blocks the base (plate) or base line clearly without possession of the ball, obstruction shall be called. The umpire shall point and call, "That's obstruction." The umpire shall let the play continue until all play has ceased, call time and award any bases that are justified in Rule 2. The obstructed runner is awarded at least one base beyond the base last touched legally before the obstruction.
- 19.02.1.2.1 If the base runner collides flagrantly, the runner shall be declared safe on the obstruction, but will be ejected from the contest. The ball is dead.
- 20.00.00 (Hit By Pitch)
- 20.01.0 A batter has the right to his position in the batters box and is not required to make an attempt to get out of the way of a pitch.
- 20.02.0 If the umpire feels that the batter intentionally moves into the path of the ball in order to be hit by the pitch, the batter is not awarded first base and the pitch is called a ball or strike at the umpire's discretion.
- 21.00.00 (Tobacco/Drug Use)
- 21.01.0 Smokeless Tobacco Use
- 21.01.1 Smokeless Tobacco use is permitted during **NCBA Sanctioned Baseball Games**, both on the field and in the dugout.
- 21.01.2 The home team may request that Smokeless Tobacco not be used in the dugouts/field and both teams must honor the request.
- 21.02.0 Smoking
- 21.02.1 Smoking is prohibited by players, coaches, and managers before, during, and after any **NCBA Sanctioned Baseball Game** while at the field or in the dugout.
- 21.03.0 Drug Use
- 21.03.1 By signing the 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.

21.03.2 Random drug testing will not occur at any point during the NCBA sanctioned season.

22.00.00 (Ejections)

22.01.0 In the event that a player or coach should be ejected from an **NCBA Sanctioned Baseball Game**, it is required that the team's primary representative complete an NCBA Ejection Report and submit it via email to both the appropriate Regional Director and NCBA Commissioner.

22.01.1 The team's primary representative has 72 hours from the time of the ejection to complete and submit the Ejection Report.

22.01.2 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.

22.01.3 Upon reviewing the Ejection Report, the NCBA may determine that a further suspension is necessary.

22.02.0 Player Ejections

22.02.1 In the event that a player is ejected for any of the following reasons, he is AUTOMATICALLY suspended for an additional 1 game: Arguing Balls/Strikes, Arguing Safe/Out Calls, Bench Jockeying, Violating ANY Slide Rule.

22.02.2 In the event that a player is ejected for threatening or making physical contact with an opposing player, coach, or umpire, that player is AUTOMATICALLY suspended for an additional 3 games.

22.02.3 In the event that a pitcher is ejected for intentionally throwing at a batter, that pitcher is AUTOMATICALLY suspended for an additional 3 games.

22.02.4 In the event that a player is ejected for any of the following reasons, he is NOT automatically suspended for any additional games: Uniform Violation, Use of an Illegal Bat, Use of Foul Language.

22.03.0 Coach Ejections

22.03.1 In reference to ejections, a "coach" is defined as anyone on the bench or on the field dressed in uniform with the team who is not listed on the teams roster or on the line up card for that particular game AND includes the acting manager for that game as determined by the line up submitted to the umpire at the start of the game even if this manager is also a player (i.e. the a player/coach).

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- 22.03.1.1 There may only be one player/coach during a particular game.
- 22.03.2 In the event that a coach is ejected for threatening or making physical contact with an opposing player, coach, or umpire, that coach is AUTOMATICALLY suspended for an additional 3 games.
- 22.03.3 In the event that a coach is ejected for any of the following reasons, he is NOT automatically suspended for any additional games: Arguing Balls/Strikes, Arguing Safe/Out Calls, Uniform Violation, Use of Foul Language, Bench Jockeying, Pitcher Intentionally Threw at a Batter.
- 22.04.0 Automatic Suspensions
- 22.04.1 If a player, coach, or manager who is ejected fails to leave the premises peacefully and without further incident, they are AUTOMATICALLY suspended for 1 additional game on top of any other suspension they may have earned based upon the reason for their ejection.
- 22.04.2 Suspensions that can not be fully served during the NCBA season in which they were accrued will carry over and be served at the beginning of the following NCBA season.
- 22.05.0 Post Game Ejections
- 22.05.1 Ejections taking place after the final out of the game DO NOT require the ejected player or coach to sit out the next game UNLESS the reason for the ejection stipulates an automatic suspension as per Rules 22.02.0, 22.03.0, or 22.04.0.
- 23.00.00 (Forfeitures)
- 23.01.0 In the event that team should cancel a scheduled non-conference game 7 or more days prior to the originally scheduled start time, no forfeit shall be issued.
- 23.02.0 Should a team cancel a scheduled non-conference game fewer than 7 days prior to the originally scheduled start time, a forfeit shall be issued unless the team being cancelled upon is able to find another opponent to replace the cancelled game.
- 23.03.0 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 via telephone of their intent not to play at least 48 hours in advance of the predetermined start of the first game.
- 23.04.0 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 should any cancellation fees be incurred.
- 23.05.0 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 via telephone of their intent not to play at least 48 hours in advance of the predetermined start of the first game.
- 23.06.0 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.
- 23.07.0 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.
- 23.08.0 Effective July 1st, 2012 a \$300 performance bond will be added to the NCBA DI Annual Dues.
- 23.08.1 For every UNPLAYED 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 region that the team is affiliated with.
- 23.08.1.1 This performance bond penalty does not apply to non-conference games or forfeited conference games that were PLAYED.
- 23.08.1.2 Since the performance bond is \$300 a team can lose no more than \$300 through forfeits in a single season.
- 23.08.2 At the end of the NCBA season, each team will have the option to have the remainder of their performance bond returned to them or have it roll over to the next season.
- 24.00.00 (Protests)
- 24.01.0 No protest ever shall be permitted on judgment decisions by the umpire.
- 24.02.0 On Field Protests
- 24.02.1 On Field Protests consists of protests regarding Uniform Violations, Equipment Violations, Umpire decisions believed to be in violation of NCBA rules, Umpire qualifications, and ALL Roster Violations.
- 24.02.2 Any On Field 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.

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- 24.02.2.1 If the game ends (legal contest) in a protest able situation, the offended team has until all fielders have left fair territory to voice its protest intentions.
 - 24.02.2.2 All On Field protests must be made to the umpire-in chief.
 - 24.02.2.3 All On Field protests must be reported to the NCBA (via 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.
 - 24.02.3 When a coach claims that an umpire’s decision violates NCBA rules, the umpire-in-chief must: (1) allow the coach the right to file a protest; (2) announce to each coach, to the official scorer and to the public-address announcer that the game is being played under protest, and (3) note and record the game situation at the time of the protest. No replay of any part of a game will be allowed even if the protest is proven to be legitimate, if the play in question did not directly affect the outcome of the game. If the protest is proven to be legitimate and could have had a bearing upon the game, then it is upheld and play resumes from the point of the protest.
 - 24.02.4 When a coach questions the validity that an opposing player is actually the player on the roster who he claims to be, that coach may request that the umpire-in-chief have the player in question produce a photo ID.
 - 24.02.4.1 In the event that the player in question is unable to produce a photo ID, then the game may be played under protest by the opposition as an On Field Protest.
 - 24.02.4.2 During Regional Playoffs, it is recommended that the Regional Director check photo IDs of all players participating as all players will be required to show photo ID to participate in the World Series.
 - 24.03.0 Off Field Protests
 - 24.03.1 Off Field Protests consists of protests regarding Failure to secure fields or Failure to schedule qualified umpires.
 - 24.03.2 All Off Field protests must be reported to the NCBA (via 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.
 - 24.04.0 Lost Protests
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24.04.1 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.

24.04.1.1 A "lost protest" is defined as a protested game in which no penalty or disciplinary action is assessed against the team or umpire accused of violating NCBA rules in that particular protest.

25.00.00 (Team Probation/Expulsion)

25.01.0 A team can be placed on probation if they forfeit 3 or more NCBA scheduled conference games in a single season, forfeit to 2 or more conference opponents in a single season, or if they conduct the baseball operations of their team in a manner not considered acceptable by NCBA standards including the misuse of team social media.

25.02.0 By signing the NCBA LPA (League Participation Agreement) the team is not only contractually agreeing to participate in the NCBA, but also to compete in the post season should they qualify (At Large Bids Excluded).

25.02.1 Should a team qualify for the post season and fail to participate, they will AUTOMATICALLY be placed on probation for a minimum of 2 full seasons.

25.02.1.1 During the first season on probation, the team will be post season ineligible.

25.02.1.2 During the second season on probation, the team will be post season eligible but will be At-Large Bid ineligible.

25.03.0 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.

25.04.0 A team can be expelled from the league if they forfeit 2 or more NCBA scheduled conference games or if they conduct the baseball operations of their team in a manner not considered acceptable by NCBA standards during a probationary season.

25.05.0 Expulsions are not automatic and are evaluated on a case-by-case basis by the NCBA unless previously declared as AUTOMATIC.

25.06.0 The NCBA will publicize to all member teams if, when, and why a team is placed on probation.

25.07.0 A team placed on probation will NOT be eligible for the early payment discount off the annual dues.

25.08.0 A team placed on probation will be required (Upon request from their opponent) to provide their opponents with field, umpire, and game contracts prior to each scheduled conference series.



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- 25.09.0 Players and Coaches on a team that is currently on probation are INELIGIBLE for any Conference, Region, or National award recognition of either the weekly or seasonal variety. (I.e. All American, All Region, All Conference, MVP, Player/Pitcher of the Week, etc.)
- 25.10.0 A team on season long probation will not have their probationary status lifted until June 30th of that season.
- 26.00.00 (Stats/Awards)
- 26.01.0 No player is eligible for Player of the Week or Pitcher of the Week awards if their stats from that week are not updated on the NCBA Website. (Effective 7/1/13 this rule has been revoked)



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Definitions:

Any baseball game featuring one or more teams holding membership in the National Club Baseball Association can be classified in to one of three categories: “**Off Season Baseball Game**”, “**Exhibition Baseball Game**”, and “**NCBA Sanctioned Baseball Game**”.

“**Off Season Baseball Game**” is defined as any baseball game featuring one or more teams holding membership in the NCBA, which takes place between July 1st and January 31st inclusively. (July 1st – September 14th & Monday following the 2nd Sunday of November – February 14th for North Atlantic Region & Great Lakes Region teams) “**Off Season Baseball Games**” are not sanctioned by the NCBA.

“**Exhibition Baseball Game**” is defined as a baseball game featuring one or more teams holding membership in the NCBA, which is played for the purpose of practice and training rather than for competition. An “**Exhibition Baseball Game**” may take place between February 1st and June 30th inclusively. (September 15th – 2nd Sunday of November & February 15th – June 30th for North Atlantic Region & Great Lakes Region teams) For a baseball game to be deemed “**Exhibition**”, it must be declared in writing by the participating teams holding membership in the NCBA to their respective Conference Coordinators no less than 48 hours before the scheduled start time. “**Exhibition Baseball Games**” are not sanctioned by the NCBA.

“**NCBA Sanctioned Baseball Game**” is defined as any and all baseball games featuring one or more teams holding membership in the NCBA, which is played for the purpose of competition, and takes place between February 1st and June 30th inclusively. (September 15th – 2nd Sunday of November & February 15th – June 30th for North Atlantic Region & Great Lakes Region teams) Scores, Results, and Statistics from “**NCBA Sanctioned Baseball Games**” are recorded and tabulated.

“**Full-Time Status**” is defined as a minimum 12.0 Credit Hours for Undergraduate students at 4 Year Colleges/Universities and 9.0 Credit Hours for Undergraduate students at 2 Year Colleges. For Graduate students, there is no definitive number of Credit Hours required to be considered Full-Time as long as the player is considered Full-Time in the eyes of the Institution that he represents.

“**Final Semester Student**” is defined as a student who will be graduating at the end of the spring semester.

“**Malicious Contact**” is defined as any contact to the neck, head, or face of an opposing player.



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APPENDIX B-2: DIVISION II RULES
2014 NCBA Division II
RULES & REGULATIONS INDEX

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2014 NCBA Division II RULES & REGULATIONS

NOTE: The National Club Baseball Association follows the [NCAA Div 1 rules of play](#) with the following exceptions listed below.

1.00.00 (District Play)

- 1.01.0 All NCBA district play will be broken up into 3-game or 2-game series.
 - 1.01.1 While teams are allowed to play triple headers, they can never be forced to play 3 regular season district games in a single day.
 - 1.01.2 When submitting scheduling requests for District Play, teams are only permitted to request two of the following off:
 - 1.01.2.1 Easter Weekend
 - 1.01.2.2 First Weekend of Spring Break
 - 1.01.2.3 Last Weekend of Spring Break
 - 1.01.3 In Conference Play situations where the home field is swapped (SCHEDULED home team does not have access to a field and has to now travel to SCHEDULED away team), the team who is hosting the field is allowed to play as the home team upon agreement between both teams and the Regional Director.
 - 1.01.3.1 However, in the eyes of the NCBA the game will still be viewed and recorded as originally scheduled and the future home/away schedule rotation will remain in tact.
 - 1.01.3.2 Example: If in 2011 Team A is schedule to play at Team B but Team B can't get a field and agrees to play the game(s) at Team A's field with Team A being the home field, in 2012 Team B will be scheduled to play at Team A.
- 1.02.0 4- Team Districts
 - 1.02.1 NCBA teams in districts made up of four or fewer teams will play both a home 3-game series and an away 3-game series against each district opponent during a single NCBA season.
 - 1.02.1.1 An exception is if a visiting team forfeits an entire away conference series without traveling to the opponent, then the following season the team that failed to make the away trip will once again be scheduled away against that particular conference

opponent even if it means they must travel to them twice in the same season.

1.02.1.1.1 Once the forfeiting team has traveled to the opponent in which they had forfeited to, the conference schedule will return to its original rotation.

1.02.1.1.2 Example: If in 2011 Team A is scheduled to play 3 games at Team B and Team B is scheduled to play 3 games at Team A, but Team A forfeits the entire 3 game series and fails to make the trip to Team B, then in 2012, Team A will be scheduled to play both 3 game series at Team B. Should Team A actually travel to Team B for their conference series in 2012, then in 2013 the conference schedule would return to the original rotation with Team A once again being scheduled to play 3 games at Team B and Team B playing 3 games at Team A.

1.03.0 5+ Team Districts

1.03.1 NCBA teams in districts made up of five or more teams will play either a home 3-game series or an away 3-game series (but not both) against each district opponent during a single NCBA season.

1.03.2 NCBA teams in districts made up of five or more teams will alternate their home and away 3-game series with each district opponent from one NCBA season to the next.

1.03.2.1 Example: If Team A played a 3-game series at Team B during the 2011 NCBA season, Team B will play a 3-game series at Team A during the 2012 NCBA season.

1.03.2.2 An exception is if a visiting team forfeits an entire away district series with out traveling to the opponent, then the following season the team that failed to make the away trip will once again be scheduled away against that particular district opponent.

1.03.2.2.1 Once the forfeiting team has traveled to the opponent in which they had forfeited to, the district schedule will return to its original rotation.

1.03.2.2.2 Example: If in 2011 Team A is scheduled to play at Team B but forfeits the entire series and fails to make the trip to Team B, then in

2012, Team A will once again be scheduled to play at Team B. Should Team A actually travel to Team B for their district series in 2012, then in 2013 the district schedule would return to the original rotation with Team A once again being scheduled to play at Team B and Team B playing at Team A in 2014.

1.04.0 Scheduling

1.04.1 Unless mutually agreed upon in writing to the District Coordinator by both teams, the final game of a weekend district series may not be scheduled to start later than 4pm local time Sunday of that week.

1.05.0 Rain Outs

1.05.1 In the event that an NCBA district game(s) would be rained out, the teams have until midnight Thursday of the week following the week that the game(s) were originally scheduled to be played to mutually agree upon a make up date and submit it to their District Coordinator for approval.

1.05.2 Should the teams fail to mutually agree upon the make up date, the District Coordinator will officially set the make up date at his/her discretion.

1.06.0 Non-Conference Games

1.06.1 All NCBA teams are welcome and encouraged to supplement their district schedule with non-conference games against: NCBA Member Club Baseball Teams, Non-NCBA Collegiate Club Baseball Teams, and any other Collegiate Baseball Team.

1.06.2 District games ALWAYS take top priority over non-conference games, and it is possible non-conference games may need to be bumped from the schedule in order to make up rained out district games.

1.06.3 In the event that two NCBA teams play a game during a time period in which one team can count it as a "NCBA Sanctioned Baseball Game" and the other team must count it as an "Off Season Baseball Game", the by default the game is automatically considered an "Exhibition Baseball Game".

1.07.0 Conclusion of District Play

1.07.1 District play officially concludes at midnight of the Sunday prior to the scheduled start of the District Playoffs.

1.07.2 In the event that a district does not have a District Playoff, then district play officially concludes at midnight of the 2nd Sunday prior to the start of the DII World Series.

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- 1.07.3 No additional district games may be played after the official conclusion of district play, even if games that were rained out have not yet been able to be made up.
- 2.00.00 (Inter-League Play)
- 2.01.0 Any game played between an NCBA Division I team and an NCBA Division II team must be played using NCBA Division I Rules of play.
- 2.02.0 Any game between the NCBA Division I team of a College or University and that same school's NCBA Division II team is automatically considered an **Exhibition Baseball Game**.
- 2.03.0 No baseball team holding membership in the NCBA may compete in another baseball league which runs simultaneously as the NCBA season.
- 2.03.1 In the event that an NCBA member school has a 2nd team or a "B-Team" which operates with a completely different roster of players as the NCBA Member Team, that "B-Team" is allowed to compete in a another baseball league outside of the NCBA.
- 3.00.00 (Determining District Standing/At-Large Bids)
- 3.01.0 Determining Conference Standing
- 3.01.1 For a team to be eligible to win their conference, the total number of conference games they played must equal or exceed 75% of the average number of conference games played by all teams in their conference including forfeits.
- 3.01.2 The first criterion for determining conference standing is conference-winning percentage.
- 3.01.3 The first tiebreaker for determining conference standing is conference game head to head results.
- 3.01.4 The next tiebreaker for determining conference standing is conference game results versus the next best conference team.
- 3.01.5 The next tiebreaker for determining conference standing is the lower number of conference game runs allowed versus the tied opponents including forfeits.
- 3.01.6 The next tiebreaker for determining conference standing is the lower average of runs allowed per conference game played excluding forfeits.
- 3.01.7 The final tiebreaker for determining conference standing is a coin toss.
- 3.01.8 Once the tie breakers are used to determine the conference champion, the process starts over from the beginning to

determine the conference runner up with the conference champ excluded from consideration.

- 3.02.0 At-Large Bids
 - 3.02.1 On occasion the opportunity arises for one or more teams that do not win their district to be selected to make the District Playoffs as an At-Large Bid.
 - 3.02.2 All teams selected to receive an At-Large Bid are chosen at the NCBA's discretion.
 - 3.02.3 Factors taken into account by the NCBA when selecting an At-Large Bid consist of but are not limited to:
 - 3.02.3.1 Did the team finish in 2nd place in their district?
 - 3.02.3.2 How did the team perform against their district champion?
 - 3.02.3.3 Is the team on probation?
 - 3.02.3.4 Has the team forfeited any games?
- 4.00.00 (Game Length)
 - 4.01.0 NCBA Spring Training Showcase
 - 4.01.1 All **NCBA Sanctioned Baseball Games** played at the NCBA Spring Training Showcase will be played in a 7-inning format.
 - 4.01.2 Mercy Rule 4.06.0 will remain in effect during all NCBA Spring Training Showcase games.
 - 4.02.0 Regular Season
 - 4.02.1 All Division II regular season **NCBA Sanctioned Baseball Game** will be played in a 7-inning format.
 - 4.02.2 Mercy rule 4.06.0 will be in effect during all NCBA Regular Season games.
 - 4.02.3 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.
 - 4.02.4 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.
 - 4.02.4.1 A regular season 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 available opportunity as set forth by the Regional Director.

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- 4.02.4.2 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, 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.
 - 4.02.4.3 A halted game, when resumed will be played in the exact game length format in which it was started, and will continue until a winner is declared.
 - 4.02.4.4 Stats from this game will not count until the game is concluded and should not be submitted to the league.
 - 4.03.0 District Playoffs
 - 4.03.1 All NCBA District Playoff post-season games will be played in a 7-inning format.
 - 4.03.2 Mercy rule 4.06.0 WILL be in effect during Regional post-season play.
 - 4.03.3 A HALTED GAME RULE will be in effect during District Playoff post-season play.
 - 4.03.3.1 A District Playoff post-season game that has been stopped at any time after its start because of inclement weather, darkness, light failure or curfew will be continued at the next available opportunity as set forth by the District Playoff Tournament Director.
 - 4.03.3.2 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, 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.
 - 4.03.3.3 A halted game, when resumed will be played in the exact game length format in which it was started, and will continue until a winner is declared.
 - 4.04.0 National Championship World Series
 - 4.04.1 All NCBA Division II World Series post-season games will be played in a 7-inning format.
 - 4.04.2 Mercy rule 4.06.0 will NOT be in effect during World Series post-season play.

- 4.04.3 A HALTED GAME RULE will be in effect during National Championship World Series play.
 - 4.04.3.1 A World Series game that has been stopped at any time after its start because of inclement weather, darkness, light failure or curfew will be continued at the next available opportunity as set forth by the National Championship Tournament Director.
 - 4.04.3.2 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, 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.
 - 4.04.3.3 A halted game, when resumed will be played in the exact game length format in which it was started, and will continue until a winner is declared.
- 4.05.0 All games with the score tied at the end of seven innings will continue into extra innings until a winner is declared. If the game is still tied when the official declares the game must be stopped due to weather or darkness, the game remains tied until the game can be completed at a future date.
- 4.06.0 Mercy Rule:
 - 4.06.1 7-inning Game: 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.
 - 4.06.2 If the home team does not need to bat in their bottom half of the inning in order to go up by ten or more runs, then they are declared the winner, and play must be stopped.
 - 4.06.3 This rule is not in effect during World Series post-season play.
- 5.00.00 (Lineup Cards/Substitutions)
 - 5.01.0 Prior to the start of any **NCBA Sanctioned Baseball Game**, a lineup card must be submitted to both the opposing team and the home plate umpire.
 - 5.01.1 The game is not permitted to begin until the umpire has received and approved both teams' lineup cards.
 - 5.02.0 The lineup card must designate a manager/head coach for the team for that particular game.
 - 5.02.1 In the event that the lineup card does not designate a manager/head coach, by default who ever turns the lineup card in to the home plate umpire is designated the

- manager/head coach for that particular game even if it's a player.
- 5.02.2 The designated manager/head coach in a particular game will be charged for mound visits in that game in accordance with NCAA rules. (3 per game, 1 per inning)
- 5.03.0 The lineup card must list the last name and number worn during that particular game for all starting players and available substitutes.
- 5.03.1 Only substitutes listed on the lineup card are eligible to compete in that particular game.
- 5.04.0 All substitutions must be reported directly to the home plate umpire at the time of the substitution.
- 5.05.0 If for any reason at the start of an NCBA DII game, a team has fewer than 9 eligible players, the game is declared a forfeit.
- 5.05.1 If for any reason (ejection, injury, etc.) after the start of an NCBA DII game, a team has only 8 eligible players, the game may continue with the missing player's spot in the batting order becoming an automatic out.
- 5.05.2 If for any reason (ejection, injury, etc.) after the start of an NCBA DII game, a team has FEWER than 8 eligible players, the game is declared a forfeit.
- 6.00.00 (Roster Size)
- 6.01.0 The official eligible NCBA roster is limited to no more than 33 players.
- 6.02.0 The 33 players listed on the roster are the **ONLY** players allowed to compete in any **NCBA Sanctioned Baseball Game**.
- 6.02.1 Any team found playing a player (in an **NCBA Sanctioned Baseball Game**) not on the current official roster will be issued a forfeit for all games that the above-mentioned player has competed in.
- 6.02.2 Any team found playing any **NCBA Sanctioned Baseball Game** with less than nine players on their eligible roster will **AUTOMATICALLY** be forced to forfeit any victories achieved while having no eligible roster.
- 6.02.2.1 Additionally the team is **AUTOMATICALLY** placed on probation.
- 6.02.2.2 Player statistics for both teams of a game forfeited due to a participating team having less than nine players on their eligible roster **DO NOT** count.
- 6.02.2.3 In the event that an **NCBA Sanctioned Baseball Game** is played with neither team having at least nine players on their eligible roster, then the game itself and the player statistics from that game **DO**

NOT count and both teams are
AUTOMATICALLY placed on probation.

6.03.0 Each player, coach and manager on the roster **MUST** have a signed liability waiver on file with the NCBA.

6.03.1 Any team found playing a player (in an **NCBA Sanctioned Baseball Game**) without a liability waiver on file with the NCBA may be removed from the NCBA without reimbursement.

6.04.0 Each team is allowed to add players to their roster at any time up until and including April 15. Once the team's roster has grown to 33 players, no more players may be added.

6.04.1 In a single NCBA season, no more than 3 players can be removed from a team's official NCBA roster.

6.04.1.1 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.

6.04.1.2 Those players being removed from the roster can only be removed between January 25th and January 31st inclusively.

6.04.2 Schools with both an NCBA DI and DII team 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.

6.04.2.1 No player can be moved more than once in a single NCBA season.

6.04.2.2 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 player and cannot be filled by another player.

6.04.2.3 No player can be eligible to play on both the DI and DII teams at the same time.

6.04.2.4 The deadline for players to be moved up to DI from DII is the NCBA Roster Freeze date of April 15th.

6.04.2.5 The deadline for players to be moved down to DII from DI is prior to start of the DI team's 4th played or forfeited conference game of the season.

6.04.2.5.1 The deadline remains prior to the 4th conference game even if any or all of the first 3 conference games of the season result in forfeits.

6.04.2.5.2 In the event that any or all of the first 3 conference games are rained out, those

rained out games no longer count as one of the first 3 played or forfeited conference games unless they are rescheduled to a date that would keep them as such.

- 6.05.0 Players are not deemed eligible to participate in any **NCBA Sanctioned Baseball Game** until their paperwork has been processed with the league. When the player appears on the team's roster, which is available on the Official NCBA Website (www.clubbaseball.org/Div2), then that player is then eligible to compete in **NCBA Sanctioned Baseball Games**.
- 7.00.00 (Eligibility)
- 7.01.0 Players are not deemed eligible to participate in any **NCBA Sanctioned Baseball Game** until their paperwork has been processed with the league. When the player appears on the team's roster, which is available on the Official NCBA Website (www.clubbaseball.org/Div2), then that player is then eligible to compete in **NCBA Sanctioned Baseball Games**.
- 7.02.0 Any team found playing an ineligible player will be penalized by forfeiting all games that that ineligible player participated in while holding an ineligible status.
- 7.03.0 All players playing in an **NCBA Sanctioned Baseball Game** MUST be a member of the Institution, which that team represents. An example is that no member of the University of Texas may play for the Texas A&M Baseball Club.
- 7.03.1 Students from a school's Satellite campus ARE eligible to participate on the main campus's club baseball team, given that the satellite campus does not have its own NCBA sanctioned baseball team.
- 7.03.2 Players who begin the spring season as a registered student and then graduate in the middle of the season will remain eligible to compete for the remainder of the season.
- 7.04.0 A player with any previous professional experience in the sport of baseball is NOT eligible to play in any **NCBA Sanctioned Baseball Game**.
- 7.05.0 Faculty members are NOT eligible to play in any **NCBA Sanctioned Baseball Game**.
- 7.06.0 A player playing in an **NCBA Sanctioned Baseball Game** MUST hold **Full-Time Status** with that team's College or University.
- 7.06.1 An exception is if a **Final Semester Student** requires less than a Full-Time load in order to graduate.
- 7.06.2 An exception is if a player who graduates at the end of the fall semester will remain eligible to compete in the

- immediately following spring season provided he is enrolled in at least 1 credit during the spring semester.
- 7.06.3 An exception is if a player who begins the spring season as a registered student and then graduates in the middle of the season will remain eligible to compete for the remainder of the season.
- 7.07.0 Any player playing in an **NCBA Sanctioned Baseball Game** MUST have enrolled with **Full-Time Status** before their 25th Birthday.
- 7.07.1 The only exception is if a Student went straight from High School to the Military and then enrolled full time in college during the semester immediately following their discharge from the military.
- 7.07.2 In this case, the student athlete will only be granted the amount of eligibility left had he/she started their freshman year at age 24.
- 7.08.0 Each student-athlete shall complete his five seasons of participation in intercollegiate baseball within six calendar years from the beginning of the semester or quarter in which the student-athlete first registered for a minimum full time program of studies in a collegiate institution, with time spent in the armed services, on official church missions or with recognized foreign aid services of the U.S government being excepted.
- 7.08.1 For foreign students, service in the armed forces or on an official church mission of the student's home country is considered equivalent to such service in the United States.
- 7.08.2 If a student-athlete enrolls in a regular term of a collegiate institution at the first opportunity following the completion of any one of the commitments described in the exceptions in this bylaw, the elapsed time (i.e. the exact number of calendar days) between completion of the commitment and the first opportunity for enrollment may be added to the exact number of days served on active duty in the armed services or on an official church mission and will not count toward student-athlete's six year eligibility. It is not permissible to extend the six-year period by additional time beyond the first opportunity to enroll; i.e. the opening day of classes of the first regular term at the institution in which the student athlete enrolls as a regular student immediately following the termination of the active duty commitment.
- 7.09.0 For a player to participate in the NCBA using a fifth year of eligibility, that player must NOT have exhausted four years of eligibility at the Varsity Level.

- 7.10.0 If a player is injured and is unable to play any part of a season, he may file an appeal for a medical red shirt. If the appeal is granted, the player may be granted an additional season of competition. All appeals must be filed with the NCBA Commissioner and are granted at the Commissioner's discretion.
- 7.11.0 NCBA rules indicate that any competition, regardless of time, during an intercollegiate baseball game counts as a season of competition. It does not matter how long the player was involved in a particular game (for example, one at bat, one pitch, one pinch running appearance), the player is charged with one season of competition.
- 8.00.00 (Academic Eligibility)
 - 8.01.0 At the time of any roster submission, a letter from the academic institution must be submitted to the NCBA listing that each player holds a minimum 2.0 cumulative GPA and is not on academic warning or probation.
 - 8.01.1 Teams in District III, VI, VII, and VIII must not submit an Academic Eligibility Letter signed prior to January 1st of the current season.
 - 8.02.0 Teams in Districts I, II, IV, & V are required to submit a 2nd academic eligibility letter prior to the start of the spring portion of their conference season in order to reconfirm that all rostered players remain academically eligible.
- 9.00.00 (Uniforms)
 - 9.01.0 Players Uniform
 - 9.01.1 The NCBA will adhere to all NCAA requirements regarding player's uniforms excluding the following exceptions.
 - 9.01.1.1 It is **NOT** required that each team have **TWO** sets of uniform jerseys of contrasting colors.
 - 9.01.1.2 It is the responsibility of the visiting team to wear a contrasting uniform color to the jersey worn by the home team **ONLY** if a contrasting uniform color is available.
 - 9.01.1.3 It is **RECOMMENDED** that the home team notify the visiting team of their jersey color choice at least 24 hours prior to the first game of the series and immediately following game 1 of a double header.
 - 9.02.0 Coaches Uniform
 - 9.02.1 The NCBA will adhere to all NCAA requirements regarding coach's uniforms excluding the following exceptions.

- 9.02.1.1 A coach may wear a jacket or windshirt OVER the uniform top provided it is a team issued item, which matches the team's colors.
- 9.02.1.2 When coaching the bases, the uniform game jersey and uniform pants must be worn. If a team jacket or windshirt is worn, it MAY be worn OVER the official uniform provided it is a team issued item, which matches the team's colors and is of a non-distracting nature.
- 9.03.0 Official Hat of the NCBA
- 9.03.1 All players and coaches on teams holding membership in the NCBA will be required to wear the officially designated brand of baseball hat (Richardson) during all **NCBA Sanctioned Baseball Games**.
- 9.03.1.1 Failure to comply with this rule will result in a player being deemed "Out of Uniform" and thus ineligible to participate in any **NCBA Sanctioned Baseball Game** while out of uniform.
- 9.03.2 All players and coaches on teams holding membership in the NCBA will be required to wear a hat featuring the official NCBA logo (see 9.03.2.1) during all **NCBA Sanctioned Baseball Games**.
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- The logo for the National Club Baseball Association (NCBA) features the letters "NCBA" in a large, green, serif font. To the right of the letters is a white baseball with red stitching and the "NCBA" logo on it. Green horizontal lines sweep across the background behind the letters.
- 9.03.2.1
- 9.03.2.2 Teams may choose the color in which the letters N-C-B-A will be embroidered on their hats.
- 9.03.2.3 Failure to comply with this rule will result in a player being deemed "Out of Uniform" and thus ineligible to participate in any **NCBA Sanctioned Baseball Game** while out of uniform.
- 9.04.0 Uniform Sponsors
- 9.04.1 An exemption to the NCAA Uniform Rules allows NCBA Member Teams to advertise sponsors on their uniforms provided the Sponsor AND the Advertisement Artwork are approved by the NCBA front office.
- 9.04.1.1 Requests for approval can be sent to info@colclubsports.com and must include advertisement artwork, a detailed description of the sponsors nature of business, as well as full email/phone/web contact information for the sponsor.
- 9.05.0 Dugout Personnel

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- 9.05.1 All players, coaches, injured players, managers, trainers, scorekeepers, or other team personnel in the dugout during an **NCBA Sanctioned Baseball Game** are required to wear either the official team uniform or another type of school affiliated team shirt or jacket.
- 9.05.1.1 Failure to comply with this rule will result in the person in violation being forced to leave the dugout.
- 10.00.00 (Equipment/Jewelry)
- 10.01.0 The pitcher's glove may not be white or gray, exclusive of piping nor, in the judgment of the umpire, be distracting in any way.
- 10.01.1 A violator shall be given reasonable time to correct the situation. If it is not done, the violator shall be ejected from the game.
- 10.01.2 If a play is made with illegal equipment, the offensive team has the choice of taking the play or having the play voided with the pitch being made again.
- 10.02.0 Jewelry may be worn during **NCBA Sanctioned Baseball Games**, unless the umpire feels the item is of a direct safety hazard.
- 11.00.00 (Bat Rules)
- 11.01.0 The NCBA follows NCAA Bat Rules which states that only bats that are BBCOR certified are legal for use.
- 11.01.1 The penalty for a player who uses an illegal bat (per NCAA rules) are as follows:
- 11.01.1.1 If the bat is detected before the first pitch of the at bat, the bat is to be removed from the game and the player must use a legal bat. If the player tries to use an illegal bat again in that game, he is **AUTOMATICALLY** ejected.
- 11.01.1.2 If the bat is detected after the first pitch of the at bat and prior to the first pitch to the next batter, the bat is to be removed from the game, the batter is declared out, and the runners are not allowed to advance. If the player tries to use an illegal bat again in that game, he is **AUTOMATICALLY** ejected.
- 11.02.0 Wood bats and BBCOR certified composite bats are also legal for use.
- 12.00.00 (Official League Ball)
- 12.01.0 The official league ball of the NCBA will be the Rawlings R1NCBA baseball featuring the NCBA logo.

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- 12.02.0 During **NCBA Sanctioned Baseball Games**, the home team is responsible for providing the umpire with 4 new official league balls at the start of any 9-inning game and 3 new official league balls at the start of any 7-inning game plus a sufficient quantity of game used official league balls to meet the umpire's discretionary needs.
- 12.02.1 If a baseball can't be identified as having ever been an official Rawlings NCBA league ball OR if the umpire deems that the ball is physically unfit for play, then it is illegal for use in an NCBA Sanctioned Baseball Game.
- 12.03.0 Any game played without the required number of official league balls will result in a forfeit against the home team upon protest.
- 12.03.1 In the event that an illegal ball is discovered in play, the home team can immediately replace the ball with a legal one with no risk of a forfeit.
- 12.03.2 In the event that an illegal ball is discovered in play, the result of the previous pitch stands and play is continued with an official league ball.
- 13.00.00 (Medical Personnel)
- 13.01.0 While it is not required for the home team to provide on site medical personnel (i.e., trainer or EMT), the home team is required to provide some sort of communications equipment capable of summoning medical personnel in the event of an emergency (i.e., telephone, cell phone, or CB radio).
- 14.00.00 (Umpires)
- 14.01.0 During **NCBA Sanctioned Baseball Games**, the home team is responsible for providing umpires for each competition.
- 14.02.0 It is the responsibility of the home team to provide the umpires with a copy of the Official NCBA Rules prior to the start of each game.
- 14.03.0 The umpires **MUST** be of High School certified or higher.
- 14.03.1 It is **RECOMMENDED** that umpires be Junior College certified or higher.
- 14.03.2 It is **RECOMMENDED** that umpires be NCBA **CERTIFIED** if available.
- 14.03.3 Legion certified umpires are acceptable.
- 14.03.4 An umpire is deemed unqualified to umpire an **NCBA Sanctioned Baseball Game** if he/she is currently registered as a student at one of the schools scheduled to compete in that game.
- 14.04.0 It is required that the home team schedules two umpires to officiate each competition.



- 14.04.1 The game may be played provided that at least one approved umpire is present.
- 14.05.0 If no umpires have arrived within 15 minutes after the competition is officially scheduled to start, the game is forfeited to the visiting team.
- 14.06.0 If a second game of double-header is scheduled, the home team has an additional 45 minutes from the time that 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.
- 15.00.00 (Field Requirements)
- 15.01.0 The NCBA encourages the use of fields with bullpens available, but acknowledges that they are not a requirement.
- 15.02.0 The NCBA encourages any home team who wishes to use a field with a portable artificial mound, to notify their opponent of such a mound at least 72 hours prior to the start game.
- 15.03.0 The NCBA encourages the use of fields with securely fixed bases, but acknowledges that they are not a requirement.
- 15.04.0 The NCBA encourages the use of chalked or painted Out of Play lines, but acknowledges the use of “Imaginary” Out of Play lines to be acceptable.
- 15.05.0 In the event that a home team desires to secure a home field for use during any **NCBA Sanctioned Baseball Game** that is more than 75 miles from their campus, they must seek and be granted approval by their scheduled opponent and District Coordinator in advance.
- 15.05.1 In this case, the home team must submit their request for approval to their scheduled opponent and District Coordinator (via email AND phone call) no less than 14 days prior to the first day of the scheduled week in which the respective game(s) are scheduled to be played.
- 15.05.2 In this case, the visiting team has 5 days from the date of requested approval to respond to the home team and District Coordinator, otherwise, the home team is granted approval by default.
- 15.05.3 In the event that the home team fails to request approval in a timely manner or is not granted approval by their scheduled opponent, they will be forced to find a field closer to campus or forfeit the game(s).
- 15.05.4 However, in the event that the home team fails to request approval in a timely manner and/or the visiting team has denied the home team approval to use the field in question, yet the visiting team travels to this field in question regardless, then the NCBA will automatically assume that

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- the visiting team approves of the use of the field in question.
- 15.06.0 In the event that a home team desires to secure a home field for use during any **NCBA Sanctioned Baseball Game** that is between 25 and 75 miles from their campus, they must notify their scheduled opponent and District Coordinator in advance.
- 15.06.1 In this case, the home team must submit their notification to their scheduled opponent and District Coordinator (via email AND phone call) no less than 7 days prior to the first day of the scheduled week in which the respective game(s) are scheduled to be played.
- 15.06.2 In the event that the home team fails to notify their opponent in a timely manner, they will be forced to find a field closer to campus or automatically be placed on probation.
- 15.07.0 The NCBA encourages that if a home team's field is unplayable due to weather and the visiting team is able to secure a field and umpires within 25 miles from the home team's campus, that the game be played at the alternate field.
- 15.08.0 The NCBA encourages that prior to the start of any NCBA regular season baseball game, that once both teams have arrived on site AND the field is available for the game, the visiting team should be afforded an equal amount of time to use the field for warm ups as the home team.
- 16.00.00 (Reentry)
- 16.01.0 REENTRY is allowed in any Division II NCBA **Sanctioned Baseball Games**.
- 16.02.0 Only players featured on the original starting lineup at the beginning of the game are eligible to be substituted for and then reenter the game.
- 16.03.0 A starting player who has been substituted for by an eligible bench player may reenter the game one time and only in place of the player that originally substituted in for that starting player.
- 16.04.0 A starting player who has previously pitched in the game, either as the starting pitcher or via a defensive position change, may reenter the game and return to pitch in the same game provided that rule 16.03.0 is adhered to.
- 16.05.0 In the event that the Designated Hitter role should be terminated during the game, the player that is removed from the game due to the termination as well as the original starting player that said player may have substituted for are no longer eligible to play in the remainder of the game.

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- 16.06.0 Once the original starting player has reentered the game, the substitute for which he is reentering for is no longer eligible to play in the remainder of the game.
- 16.07.0 Should the original starting player reenter the game and then be substituted for again by a different eligible bench player, then the original starting player is no longer eligible to play in the remainder of the game.
- 17.00.00 (Designated Hitter)
- 17.01.0 The NCBA follows NCAA Designated Hitter Rules which state that the designated hitter may only be used for the pitcher. The NCAA rule is listed below for convenience:
- 17.02.0 The designated hitter (DH) is a player designated to bat for the starting pitcher and all subsequent pitchers. The DH may bat in any position in the lineup, and this position cannot be changed. The DH must be so designated before the game and included in the lineup cards presented to the umpire-in-chief. In this case, the team actually is using 10 players, with the pitcher not listed in the batting order.
- 17.03.0 It is not mandatory that a player be designated to bat for the pitcher. If the pitcher is listed in the starting batting order, the pitcher automatically becomes the DH. In this case, the pitcher is to be considered as two players, both pitcher and DH, and can be substituted for as such.
- 17.03.1 Note: For substitution purposes, the pitcher is not to be considered a defensive position.
- 17.04.0 The designated hitter is subject to the following conditions:
- 17.04.1 Pitcher or DH is moved to a defensive position (10-player lineup)
- 17.04.1.1 If the DH is not the pitcher and the DH or the pitcher is moved to a defensive position (this change may be made at anytime):
- 17.04.1.1.1 The DH is terminated for the remainder of the game.
- 17.04.1.1.2 The pitcher being placed at a defensive position must bat in place of the defensive player removed, unless more than one substitution is made. The coach must designate their positions in the batting order at that time.
- 17.04.1.1.2.1 If two or more substitute players of the defensive team enter the game simultaneously, the coach or a representative immediately shall

designate to the umpire-in-chief the position of each in the team's batting order. If this is not done immediately, the umpire shall place them in the batting order.

17.04.1.1.2.2 **A.R.**—When the pitcher is not the designated hitter, moving the pitcher to a defensive position and bringing in only one new substitute player does not constitute multiple substitution for the purpose of batting-order changes. The pitcher moved to the defensive position must bat in the spot of the defensive player replaced and the new pitcher must bat in the DH position.

17.04.1.1.3 If only one substitution is made, the new pitcher must bat in the previous spot of the DH.

17.04.1.1.4 **A.R. 1**—Multiple substitution, used for the purpose of changing the batting order, does not occur unless two new players (not including the pitcher going to a defensive position) are brought into the game.

17.04.1.1.5 **A.R. 2**—The DH is moved to a defensive position and the pitcher remains in the game as the pitcher. If the DH is placed at a defensive position, the DH is terminated. The former DH, who now is a defensive player, must continue to bat in the original DH spot. The pitcher must bat in the lineup spot of the removed defensive player).

17.04.1.1.6 **A.R. 3**—When the designated hitter and the pitcher both enter on defense at the same time, the coach must designate the positions in the batting order of the new pitcher and the previous pitcher.

17.04.2 Game pitcher is not the DH (10-player lineup)

17.04.2.1 If the game pitcher is not the DH and is replaced as the pitcher, the replaced pitcher may:

17.04.2.1.1 Upon removal from the pitching position, he may be immediately inserted as the DH; the pitcher may only re-enter the game in accordance with Reentry Rule 16.00.00.

- 17.04.2.1.2 At any time, 1) be moved to a defensive position and must bat in place of the defensive player removed. The DH is terminated, or 2) be removed as a pitcher but remain in the game and bat for the DH. This change must be announced at the time the pitcher is removed. There is no loss of the DH but the player may only re-enter the contest in accordance with Reentry Rule 16.00.00.
- 17.04.2.1.3 **A.R.**—At any time, before the pitcher's removal as the game pitcher, he may pinch run or pinch hit for only the DH and become the DH.
- 17.04.3 DH is not the pitcher (10-player lineup)
 - 17.04.3.1 If the DH is not the pitcher and is replaced offensively, the original DH may replace the pitcher at the time of substitution.
 - 17.04.3.1.1 The individual may not return as the DH or in any other capacity.
 - 17.04.3.1.2 There is no loss of the DH.
 - 17.04.3.1.3 Once a player leaves the offensive lineup, that player cannot return offensively except as allowed by Reentry Rule 16.00.00.
 - 17.04.3.1.4 **A.R.**—The DH may go in to pitch, then subsequently be relieved as the pitcher and still remain the DH.
- 17.04.4 Replaced as a DH (nine-player lineup)
 - 17.04.4.1 When the P/DH, whether as the starting P/DH or a subsequent one, is replaced as the DH, the individual may remain in the game as a pitcher. However:
 - 17.04.4.1.1 The P/DH cannot subsequently move to a defensive position.
 - 17.04.4.1.2 The P/DH cannot return as the designated hitter.
- 17.04.5 P/DH replaced as a pitcher (nine-player lineup)
 - 17.04.5.1 When replaced as the pitcher, the P/DH may:
 - 17.04.5.1.1 Remain as the DH and bat only in the DH spot. If remaining a DH, the individual or a subsequent DH cannot enter the game in any other capacity (i.e., as the pitcher, defensive player or pinch runner).

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- 17.04.5.1.2 The DH may be moved to a defensive position at the time, but:
- 17.04.5.1.2.1 The DH is terminated for the remainder of the game.
 - 17.04.5.1.2.2 The P/DH being placed at the defensive position must bat in the original DH spot.
 - 17.04.5.1.2.3 The new pitcher must bat in the spot of the replaced defensive player.
 - 17.04.5.1.2.4 If the P/DH goes to a defensive position, the individual may return as a pitcher once since the P/DH originally was considered as two different players. If the P/DH was removed as a pitcher on the second trip of an inning or after the third free trip, the player cannot return to pitch.
- 17.04.5.2 At the time the coach makes the pitching change, he shall indicate to the plate umpire the playing status of the removed pitcher.
- 17.04.5.3 PENALTY—Once the coach has reached the dugout, the coach may not move the pitcher to a defensive position or have the pitcher remain as the DH.
- 17.04.6 Defensive player becomes the pitcher (nine- or 10-player lineup)
- 17.04.6.1 If a defensive player becomes the pitcher:
 - 17.04.6.1.1 The DH is terminated for the remainder of the game.
 - 17.04.6.1.2 The DH may assume the defensive player's position.
 - 17.04.6.1.3 Any substitute player who comes in for the defensive player must bat in the DH spot.
- 17.04.7 Runner or batter substituted for the DH (nine- or 10-player lineup)
- 17.04.7.1 A runner or batter may be substituted for the DH and then become the DH.
 - 17.04.7.1.1 A replaced DH may remain in the game only as a pitcher and the change must be announced at the time of substitution.
 - 17.04.7.1.2 The DH may not run for any other player in the lineup at any time.

- 17.04.8 Pinch hitter enters the game to pitch (nine- or 10-player lineup)
 - 17.04.8.1 Once the pinch hitter bats for any player in the batting order and then enters the game to pitch, the DH's role is terminated for the remainder of the game.
- 17.04.9 Pitcher as a pinch hitter or pinch runner (10-player lineup)
 - 17.04.9.1 If the lineup change is made while the pitcher's team is on offense, the pitcher may pinch hit or pinch run only for the DH and be both. The pitcher then may be replaced as the DH and remain as the pitcher.
 - 17.04.9.2 **PENALTY**—A violation of this rule requires that the pitcher be disqualified from the game.
- 17.04.10 DH ejected from game (nine- or 10-player lineup)
 - 17.04.10.1 If ejected from the game, the DH may be replaced by another DH. The DH position is not terminated by the ejection.
 - 17.04.10.2 **A.R.**—If the DH also was the pitcher (P/DH), the DH may be replaced by two players—a pitcher and a DH—or by one player, a P/DH.

18.00.00 (Courtesy Runners)

- 18.01.0 There are **NO COURTESY RUNNERS** allowed in any Division II **NCBA Sanctioned Baseball Game**.

19.00.00 (Slide Rules)

19.01.0 Bases

- 19.01.1 During all **NCBA Sanctioned Baseball Games**, any player forced into a base may slide within one arm's length on either side of the bag in order to break up the play.
 - 19.01.1.1 It is at the umpire's discretion on ruling if a base runner slides with an attempt to injure rather than aggressively trying to break up the play. An example would be the base runner raising his spikes to injure the fielder.
 - 19.01.1.2 If the umpire rules that the base runner's slide is in fact with an attempt to injure, the base runner is automatically ruled **OUT** and ejected from the game.

19.02.0 Home Plate

- 19.02.1 During all **NCBA Sanctioned Baseball Games**, the NCBA has adopted the **NCAA Collision Rule** regarding contact at the plate:

19.02.1.1 When there is a collision between a runner and a fielder who clearly is in possession of the ball, the umpire shall judge: (1) Whether the collision by the runner was avoidable (could the runner have reached the base without colliding) or unavoidable (the runner's path to the base was blocked); (2) Whether the runner actually was attempting to reach the base (plate) or attempting to dislodge the ball from the fielder; or (3) Whether the runner was using flagrant contact to maliciously dislodge the ball.

19.02.1.1.1 PENALTY—If the runner attempted to dislodge the ball, the runner shall be declared out even if the fielder loses possession of the ball. The ball is dead and all other base runners shall return to the last base touched at the time of the interference.

19.02.1.1.1.1 If the fielder blocks the path of the base runner to the base (plate), the runner may make contact, slide into, or collide with a fielder as long as the runner is making a legitimate attempt to reach the base or plate.

19.02.1.1.1.2 If the flagrant or malicious contact by the runner was before the runner's touching the plate, the runner shall be declared out and also ejected from the contest. The ball shall be declared dead immediately. All other base runners shall return to the bases they occupied at the time of the pitch.

19.02.1.1.1.3 If the contact was after a preceding runner had touched home plate, the preceding runner will be ruled safe, the ball becomes dead immediately and all other base runners will return to the base they had last touched before the contact.

19.02.1.1.1.4 If the runner is safe and the collision is malicious, the runner shall be ruled safe and ejected from the game. If this occurs at any base other

than home, the offending team may replace the runner.

19.02.1.2 If the defensive player blocks the base (plate) or base line clearly without possession of the ball, obstruction shall be called. The umpire shall point and call, "That's obstruction." The umpire shall let the play continue until all play has ceased, call time and award any bases that are justified in Rule 2. The obstructed runner is awarded at least one base beyond the base last touched legally before the obstruction.

19.02.1.2.1 If the base runner collides flagrantly, the runner shall be declared safe on the obstruction, but will be ejected from the contest. The ball is dead.

20.00.00 (Hit By Pitch)

20.01.0 A batter has the right to his position in the batters box and is not required to make an attempt to get out of the way of a pitch.

20.02.0 If the umpire feels that the batter intentionally moves into the path of the ball in order to be hit by the pitch, the batter is not awarded first base and the pitch is called a ball or strike at the umpire's discretion.

21.00.00 (Tobacco/Drug Use)

21.01.0 Smokeless Tobacco Use

21.01.1 Smokeless Tobacco use is permitted during **NCBA Sanctioned Baseball Games**, both on the field and in the dugout.

21.01.2 The home team may request that Smokeless Tobacco not be used in the dugouts/field and both teams must honor the request.

21.02.0 Smoking

21.02.1 Smoking is prohibited by players, coaches, and managers before, during, and after any **NCBA Sanctioned Baseball Game** while at the field or in the dugout.

21.03.0 Drug Use

21.03.1 By signing the 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.

21.03.2 Random drug testing will not occur at any point during the NCBA sanctioned season.

22.00.00 (Ejections)

22.01.0 In the event that a player or coach should be ejected from an **NCBA Sanctioned Baseball Game**, it is required that the team's primary representative complete an NCBA Ejection Report and submit it via email to both the appropriate Regional Director and NCBA Commissioner.

22.01.1 The team's primary representative has 72 hours from the time of the ejection to complete and submit the Ejection Report.

22.01.2 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.

22.01.3 Upon reviewing the Ejection Report, the NCBA may determine that a further suspension is necessary.

22.02.0 Player Ejections

22.02.1 In the event that a player is ejected for any of the following reasons, he is **AUTOMATICALLY** suspended for an addition 1 game: Arguing Balls/Strikes, Arguing Safe/Out Calls, Bench Jockeying, Violating ANY Slide Rule.

22.02.2 In the event that a player is ejected for threatening or making physical contact with an opposing player, coach, or umpire, that player is **AUTOMATICALLY** suspended for an additional 3 games.

22.02.3 In the event that a pitcher is ejected for intentionally throwing at a batter, that pitcher is **AUTOMATICALLY** suspended for an additional 3 games.

22.02.4 In the event that a player is ejected for any of the following reasons, he is **NOT** automatically suspended for any additional games: Uniform Violation, Use of an Illegal Bat, Use of Foul Language.

22.03.0 Coach Ejections

22.03.1 In reference to ejections, a "coach" is defined as anyone on the bench or on the field dressed in uniform with the team who is not listed on the teams roster or on the line up card for that particular game **AND** includes the acting manager for that game as determined by the line up submitted to the umpire at the start of the game even if this manager is also a player (i.e. the a player/coach).

22.03.1.1 There may only be one player/coach during a particular game.

22.03.2 In the event that a coach is ejected for threatening or making physical contact with an opposing player, coach, or

- umpire, that coach is **AUTOMATICALLY** suspended for an additional 3 games.
- 22.03.3 In the event that a coach is ejected for any of the following reasons, he is **NOT** automatically suspended for any additional games: Arguing Balls/Strikes, Arguing Safe/Out Calls, Uniform Violation, Use of Foul Language, Bench Jockeying, Pitcher Intentionally Threw at a Batter.
- 22.04.0 Automatic Suspensions
- 22.04.1 If a player, coach, or manager who is ejected fails to leave the premises peacefully and without further incident, they are **AUTOMATICALLY** suspended for 1 additional game on top of any other suspension they may have earned based upon the reason for their ejection.
- 22.04.2 Suspensions that can not be fully served during the NCBA season in which they were accrued will carry over and be served at the beginning of the following NCBA season.
- 22.05.0 Post Game Ejections
- 22.05.1 Ejections taking place after the final out of the game **DO NOT** require the ejected player or coach to sit out the next game **UNLESS** the reason for the ejection stipulates an automatic suspension as per Rules 22.02.0, 22.03.0, or 22.04.0.
- 23.00.00 (Forfeitures)
- 23.01.0 In the event that team should cancel a scheduled non-conference game 7 or more days prior to the originally scheduled start time, no forfeit shall be issued.
- 23.02.0 Should a team cancel a scheduled non-conference game fewer than 7 days prior to the originally scheduled start time, a forfeit shall be issued unless the team being cancelled upon is able to find another opponent to replace the cancelled game.
- 23.03.0 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 via telephone of their intent not to play at least 48 hours in advance of the predetermined start of the first game.
- 23.04.0 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 should any cancellation fees be incurred.
- 23.05.0 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 via telephone of their intent

- not to play at least 48 hours in advance of the predetermined start of the first game.
- 23.06.0 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.
- 23.07.0 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.
- 24.00.00 (Protests)
- 24.01.0 No protest ever shall be permitted on judgment decisions by the umpire.
- 24.02.0 On Field Protests
- 24.02.1 On Field Protests consists of protests regarding Uniform Violations, Equipment Violations, Umpire decisions believed to be in violation of NCBA rules, Umpire qualifications, and ALL Roster Violations.
- 24.02.2 Any On Field 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.
- 24.02.2.1 If the game ends (legal contest) in a protest able situation, the offended team has until all fielders have left fair territory to voice its protest intentions.
- 24.02.2.2 All On Field protests must be made to the umpire-in-chief.
- 24.02.2.3 All On Field protests must be reported to the NCBA (via 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.
- 24.02.3 When a coach claims that an umpire's decision violates NCBA rules, the umpire-in-chief must: (1) allow the coach the right to file a protest; (2) announce to each coach, to the official scorer and to the public-address announcer that the game is being played under protest, and (3) note and record the game situation at the time of the protest. No replay of any part of a game will be allowed even if the protest is proven to be legitimate, if the play in question did not directly affect the outcome of the game. If the protest is proven to be legitimate and could have had a bearing upon the game, then it is upheld and play resumes from the point of the protest.

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- 24.02.4 When a coach questions the validity that an opposing player is actually the player on the roster who he claims to be, that coach may request that the umpire-in-chief have the player in question produce a photo ID.
- 24.02.4.1 In the event that the player in question is unable to produce a photo ID, then the game may be played under protest by the opposition as an On Field Protest.
- 24.02.4.2 During District Playoffs, it is recommended that the District Coordinator check photo IDs of all players participating as all players will be required to show photo ID to participate in the World Series.
- 24.03.0 Off Field Protests
- 24.03.1 Off Field Protests consists of protests regarding Failure to secure fields or Failure to schedule qualified umpires.
- 24.03.2 All Off Field protests must be reported to the NCBA (via 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.
- 24.04.0 Lost Protests
- 24.04.1 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.
- 24.04.1.1 A “lost protest” is defined as a protested game in which no penalty or disciplinary action is assessed against the team or umpire accused of violating NCBA rules in that particular protest.
- 25.00.00 (Team Probation/Expulsion)
- 25.01.0 A team will AUTOMATICALLY be placed on probation for the next full season if they forfeit 3 or more NCBA scheduled conference games in a single season, forfeit to 2 or more conference opponents in a single season, or if they conduct the baseball operations of their team in a manner not considered acceptable by NCBA standards including the misuse of team social media.
- 25.02.0 By signing the NCBA LPA (League Participation Agreement) the team is not only contractually agreeing to participate in the NCBA, but also to compete in the post season should they qualify (At Large Bids Excluded).
- 25.02.1 Should a team qualify for the post season and fail to participate, they will AUTOMATICALLY be placed on probation for a minimum of 2 full seasons.

- 25.02.1.1 During the first season on probation, the team will be post season ineligible.
- 25.02.1.2 During the second season on probation, the team will be post season eligible but will be At-Large Bid ineligible.
- 25.03.0 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.
- 25.04.0 A team can be expelled from the league if they forfeit 2 or more NCBA scheduled conference games or if they conduct the baseball operations of their team in a manner not considered acceptable by NCBA standards during a probationary season.
- 25.05.0 Expulsions are not automatic and are evaluated on a case-by-case basis by the NCBA unless previously declared as AUTOMATIC.
- 25.06.0 The NCBA will publicize to all member teams if, when, and why a team is placed on probation.
- 25.07.0 A team placed on probation will NOT be eligible for the early payment discount off the annual dues.
- 25.08.0 A team placed on probation will be required (Upon request from their opponent) to provide their opponents with field, umpire, and game contracts prior to each scheduled conference series.
- 25.09.0 Players and Coaches on a team that is currently on probation are INELIGIBLE for any District or National award recognition of either the weekly or seasonal variety. (I.e. All American, All District, MVP, Player/Pitcher of the Week, etc.)
- 25.10.0 A team on season long probation will not have their probationary status lifted until June 30th of that season.

- 26.00.00 (Stats/Awards)
 - 26.01.0 No player is eligible for Player of the Week or Pitcher of the Week awards if their stats from that week are not updated on the NCBA Website. (Effective 7/1/13 this rule has been revoked)

- 27.00.00 (Moving from DII to DI)
 - 27.01.0 If an NCBA DII team meets ALL of the requirements of 27.01.1 AND meets at least one of the requirements of 27.01.2 beginning 7/1/13, then they will AUTOMATICALLY be moved up to NCBA DI for the following NCBA season.
 - 27.01.1 Does NOT have an NCBA DI team, has competed in 2 consecutive NCBA seasons without forfeiting a game, has competed in 2 consecutive NCBA seasons with an eligible roster of 15 or more players, AND was 100% compliant with NCBA DII uniform rules during the most recent NCBA season.



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Pittsburgh, PA 15212
Office: (412) 321-8440
Fax: (412) 321-4088

- 27.01.2 Beginning 7/1/13, wins an NCBA DII National Championship, OR makes back to back NCBA DII World Series appearances, OR makes back to back to back District Playoff appearances plus at least 1 NCBA DII World Series during that span.
- 27.02.0 All other instances where a team may be moved from NCBA DII to DI will be evaluated on a case by case basis.



Definitions:

Any baseball game featuring one or more teams holding membership in the National Club Baseball Association can be classified in to one of three categories: “**Off Season Baseball Game**”, “**Exhibition Baseball Game**”, and “**NCBA Sanctioned Baseball Game**”.

“**Off Season Baseball Game**” is defined as any baseball game featuring one or more teams holding membership in the NCBA, which takes place between July 1st and January 31st inclusively. (July 1st – September 14th & Monday following the 2nd Sunday of November – February 14th for District I, II, IV, & V teams) “**Off Season Baseball Games**” are not sanctioned by the NCBA.

“**Exhibition Baseball Game**” is defined as a baseball game featuring one or more teams holding membership in the NCBA, which is played for the purpose of practice and training rather than for competition. An “**Exhibition Baseball Game**” may take place between February 1st and June 30th inclusively. (September 15th – 2nd Sunday of November & February 15th – June 30th for District I, II, IV, & V teams) For a baseball game to be deemed “**Exhibition**”, it must be declared in writing by the participating teams holding membership in the NCBA to their respective District Coordinators no less than 48 hours before the scheduled start time. “**Exhibition Baseball Games**” are not sanctioned by the NCBA.

“**NCBA Sanctioned Baseball Game**” is defined as any and all baseball games featuring one or more teams holding membership in the NCBA, which is played for the purpose of competition, and takes place between February 1st and June 30th inclusively. (September 15th – 2nd Sunday of November & February 15th – June 30th for District I, II, IV, & V teams) Scores, Results, and Statistics from “**NCBA Sanctioned Baseball Games**” are recorded and tabulated.

“**Full-Time Status**” is defined as a minimum 12.0 Credit Hours for Undergraduate students at 4 Year Colleges/Universities and 9.0 Credit Hours for Undergraduate students at 2 Year Colleges. For Graduate students, there is no definitive number of Credit Hours required to be considered Full-Time as long as the player is considered Full-Time in the eyes of the Institution that he represents.

“**Final Semester Student**” is defined as a student who will be graduating at the end of the spring semester.

“**Malicious Contact**” is defined as any contact to the neck, head, or face of an opposing player.



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**APPENDIX B-3: DIVISION I NEW TEAM LEAGUE
 PARTICIPATION AGREEMENT**



850 Ridge Avenue
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 Office: (412) 321-8440
 Fax: (412) 321-4088

**2014 NCBA DI League Participation Agreement – New Teams
 (Registration NLT June 1, 2013)**

This League Participation Agreement ("Agreement") is by and between the Undersigned College or University Club Baseball Team ("Team") and the National Club Baseball Association ("NCBA").

The undersigned Team hereby agrees to participate in the NCBA's 2013/2014 Division I season upon the terms and conditions contained in this Agreement. The Team agrees that it will adhere to all NCBA DI rules and regulations, including, but not limited to, the payment of the NCBA 2013/2014 DI annual dues in the amount of \$1,700.00, which shall be due and payable no later than February 28, 2014. Annual dues for the 2013/2014 DI season shall be discounted to \$1,600.00 if paid in full by the Team on or before December 31, 2013. The Team also understands that there is a one-time membership fee of \$600.00, and agrees to make this payment to the NCBA simultaneous with the submission of this signed Agreement to the NCBA. The Team understands that the annual dues and the membership fee are non-refundable. Payment of the annual dues and the membership fee shall be made by separate checks, both made payable to "NCBA." Any fees associated with non-payment are the sole responsibility of the (institution/signee etc...)

The team also agrees that it will submit a \$300.00 performance bond to the NCBA prior to Sept 15, 2013. This performance bond will be returned to the team in full at the conclusion of the 2013/2014 season provided the team has not forfeited any of its NCBA conference games. (See NCBA DI Rule 23.06.0)

The Team further understands that it is responsible for ensuring that all team players individually complete the online NCBA DI Player Registration, and agrees to submit a signed academic eligibility letter for all team players to the NCBA prior to participating in any NCBA sanctioned baseball games.

In consideration of the Team's agreement to be bound by the terms of this League Participation Agreement and the NCBA DI rules and regulations, the NCBA hereby agrees to provide the following benefits and services to the Team throughout the term of the NCBA 2013/2014 DI season:

- 1) Official recognition as a member of the National Club Baseball Association Division I;
- 2) Scheduling of a regular season conference schedule of games;
- 3) Opportunity to compete for the right to participate in National Postseason play;
- 4) Full access to the Official NCBA website (www.clubbaseball.org) for the purpose of tracking rosters, player stats, player bios, team records, conference standings, team website access, and team contact information;
- 5) Participation in the Official NCBA Fundraising Programs;
- 6) Pre-paid delivery of 5 Dozen Official NCBA game balls;
- 7) Pre-paid delivery of 2 BBCOR Certified Baseball Bats;
- 8) Pre-paid delivery of 8 Rawlings Batting Helmets OR 1 complete set of Rawlings Catchers Gear;
- 9) Team coverage under an NCBA premium pre-paid \$2 million general liability insurance policy;
- 10) Participation in the benefits of all Official NCBA Sponsorship programs and
- 11) Opportunity to obtain Official NCBA Consultation on club baseball program management issues.

*Performance bond due ONLY if the 2012-13 performance bond was returned, forfeited, or never paid due to previous DI status.

AGREED TO AND ACCEPTED BY:

 Team Name (Please Print)

 President (Signature)
 National Club Baseball Association
 EIN/TAX ID: 52-2270910

 Team President (Signature) Dated

 Faculty Representative (Signature) Dated

 Dated



850 Ridge Avenue
 Suite 301
 Pittsburgh, PA 15212
 Office: (412) 321-8440
 Fax: (412) 321-4088

APPENDIX B-4: DIVISION II NEW TEAM LEAGUE PARTICIPATION AGREEMENT



850 Ridge Avenue
 Suite 301
 Pittsburgh, PA 15212
 Office: (412) 321-8440
 Fax: (412) 321-4088

2014 NCBA DII League Participation Agreement – New Teams
 (Registration NLT June 1, 2013)

This League Participation Agreement ("Agreement") is by and between the Undersigned College or University Club Baseball Team ("Team") and the National Club Baseball Association ("NCBA").

The undersigned Team hereby agrees to participate in the NCBA's 2013/2014 Division II season upon the terms and conditions contained in this Agreement. The Team agrees that it will adhere to all NCBA DII rules and regulations, including, but not limited to, the payment of the NCBA 2013/2014 DII annual dues in the amount of \$1,500.00, which shall be due and payable no later than February 28, 2014. Annual dues for the 2013/2014 DII season shall be discounted to \$1,400.00 if paid in full by the Team on or before December 31, 2013. The Team also understands that there is a one-time membership fee of \$600.00, and agrees to make this payment to the NCBA simultaneous with the submission of this signed Agreement to the NCBA. The Team understands that the annual dues and the membership fee are non-refundable. Payment of the annual dues and the membership fee shall be made by separate checks, both made payable to "NCBA." Any fees associated with non-payment are the sole responsibility of the (institution/signee etc...)

The Team further understands that it is responsible for ensuring that all team players individually complete the online NCBA DII Player Registration, and agrees to submit a signed academic eligibility letter for all team players to the NCBA prior to participating in any NCBA sanctioned baseball games.

In consideration of the Team's agreement to be bound by the terms of this League Participation Agreement and the NCBA DII rules and regulations, the NCBA hereby agrees to provide the following benefits and services to the Team throughout the term of the NCBA 2013/2014 DII season:

- 1) Official recognition as a member of the National Club Baseball Association Division II;
- 2) Scheduling of a regular season conference schedule of games;
- 3) Opportunity to compete for the right to participate in National Postseason play;
- 4) Full access to the Official NCBA website (www.clubbaseball.org/Div2) for the purpose of tracking rosters, player stats, player bios, team records, conference standings, team website access, and team contact information;
- 5) Participation in the Official NCBA Fundraising Programs;
- 6) Pre-paid delivery of 5 Dozen Official NCBA game balls;
- 7) Pre-paid delivery of 2 BBCOR Certified Baseball Bats;
- 8) Team coverage under an NCBA premium pre-paid \$2 million general liability insurance policy;
- 9) Participation in the benefits of all Official NCBA Sponsorship programs and
- 10) Opportunity to obtain Official NCBA Consultation on club baseball program management issues.

AGREED TO AND ACCEPTED BY:

Team Name (Please Print)		President (Signature)
Team President (Signature)	Dated	National Club Baseball Association EIN/TAX ID: 52-2270910
Faculty Representative (Signature)	Dated	Dated

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**APPENDIX B-5: DIVISION I RENEWAL LEAGUE
 PARTICIPATION AGREEMENT**



850 Ridge Avenue
 Suite 301
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 Office: (412) 321-8440
 Fax: (412) 321-4088

**2014 NCBA DI League Participation Agreement – Renewal
 (Registration NLT June 1, 2013)**

This League Participation Agreement ("Agreement") is by and between the Undersigned College or University Club Baseball Team ("Team") and the National Club Baseball Association ("NCBA").

The undersigned Team hereby agrees to participate in the NCBA's 2013/2014 Division I season upon the terms and conditions contained in this Agreement. The Team agrees that it will adhere to all NCBA DI rules and regulations, including, but not limited to, the payment of the NCBA 2013/2014 DI annual dues in the amount of \$1,700.00, which shall be due and payable no later than February 28, 2014. Annual dues for the 2013/2014 DI season shall be discounted to \$1,600.00 if paid in full by the Team on or before December 31, 2013. The Team understands that the annual dues are non-refundable. Payment of the annual dues shall be made by check, payable to "NCBA." Any fees associated with non-payment are the sole responsibility of the (institution/signee etc...)

The team also agrees that it will submit a \$300.00 performance bond to the NCBA prior to Sept 15, 2013*. This performance bond will be returned to the team in full at the conclusion of the 2013/2014 season provided the team has not forfeited any of its NCBA conference games. (See NCBA DI Rule 23.06.0)

The Team further understands that it is responsible for ensuring that all team players individually complete the online NCBA DI Player Registration, and agrees to submit a signed academic eligibility letter for all team players to the NCBA prior to participating in any NCBA sanctioned baseball games.

In consideration of the Team's agreement to be bound by the terms of this League Participation Agreement and the NCBA DI rules and regulations, the NCBA hereby agrees to provide the following benefits and services to the Team throughout the term of the NCBA 2013/2014 DI season:

- 1) Official recognition as a member of the National Club Baseball Association Division I;
- 2) Scheduling of a regular season conference schedule of games;
- 3) Opportunity to compete for the right to participate in National Postseason play;
- 4) Full access to the Official NCBA website (www.clubbaseball.org) for the purpose of tracking rosters, player stats, player bios, team records, conference standings, team website access, and team contact information;
- 5) Participation in the Official NCBA Fundraising Programs;
- 6) Pre-paid delivery of 5 Dozen Official NCBA game balls;
- 7) Pre-paid delivery of 2 BBCOR Certified Baseball Bats;
- 8) Pre-paid delivery of 8 Rawlings Batting Helmets OR 1 complete set of Rawlings Catchers Gear;
- 9) Team coverage under an NCBA premium pre-paid \$2 million general liability insurance policy;
- 10) Participation in the benefits of all Official NCBA Sponsorship programs and
- 11) Opportunity to obtain Official NCBA Consultation on club baseball program management issues.

*Performance bond due ONLY if the 2012-13 performance bond was returned, forfeited, or never paid due to previous DI status.

AGREED TO AND ACCEPTED BY:

 Team Name (Please Print)

 President (Signature)

National Club Baseball Association

EINTAX ID: 52-2270910

 Team President (Signature) Dated _____

 Faculty Representative (Signature) Dated _____

 Dated _____



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 Suite 301
 Pittsburgh, PA 15212
 Office: (412) 321-8440
 Fax: (412) 321-4088

**APPENDIX B-6: DIVISION II RENEWAL LEAGUE
 PARTICIPATION AGREEMENT**



850 Ridge Avenue
 Suite 301
 Pittsburgh, PA 15212
 Office: (412) 321-8440
 Fax: (412) 321-4088

**2014 NCBA DII League Participation Agreement – Renewal
 (Registration NLT June 1, 2013)**

This League Participation Agreement ("Agreement") is by and between the Undersigned College or University Club Baseball Team ("Team") and the National Club Baseball Association ("NCBA").

The undersigned Team hereby agrees to participate in the NCBA's 2013/2014 Division II season upon the terms and conditions contained in this Agreement. The Team agrees that it will adhere to all NCBA DII rules and regulations, including, but not limited to, the payment of the NCBA 2013/2014 DII annual dues in the amount of \$1,500.00, which shall be due and payable no later than February 28, 2014. Annual dues for the 2013/2014 DII season shall be discounted to \$1,400.00 if paid in full by the Team on or before December 31, 2013. The Team understands that the annual dues are non-refundable. Payment of the annual dues shall be made payable to "NCBA." Any fees associated with non-payment are the sole responsibility of the (institution/signee etc...)

The Team further understands that it is responsible for ensuring that all team players individually complete the online NCBA DII Player Registration, and agrees to submit a signed academic eligibility letter for all team players to the NCBA prior to participating in any NCBA sanctioned baseball games.

In consideration of the Team's agreement to be bound by the terms of this League Participation Agreement and the NCBA DII rules and regulations, the NCBA hereby agrees to provide the following benefits and services to the Team throughout the term of the NCBA 2013/2014 DII season:

- 1) Official recognition as a member of the National Club Baseball Association Division II;
- 2) Scheduling of a regular season conference schedule of games;
- 3) Opportunity to compete for the right to participate in National Postseason play;
- 4) Full access to the Official NCBA website (www.clubbaseball.org/Div2) for the purpose of tracking rosters, player stats, player bios, team records, conference standings, team website access, and team contact information;
- 5) Participation in the Official NCBA Fundraising Programs;
- 6) Pre-paid delivery of 5 Dozen Official NCBA game balls;
- 7) Pre-paid delivery of 2 BBCOR Certified Baseball Bats;
- 8) Team coverage under an NCBA premium pre-paid \$2 million general liability insurance policy;
- 9) Participation in the benefits of all Official NCBA Sponsorship programs and
- 10) Opportunity to obtain Official NCBA Consultation on club baseball program management issues.

AGREED TO AND ACCEPTED BY:

 Team Name (Please Print)

 President (Signature)
 National Club Baseball Association
 EIN/TAX ID: 52-2270910

 Team President (Signature) Dated

 Faculty Representative (Signature) Dated

 Dated



850 Ridge Avenue
Suite 301
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Office: (412) 321-8440
Fax: (412) 321-4088

APPENDIX B-7: NEW TEAM REGISTRATION FEE INVOICE



850 Ridge Avenue
Suite 301
Pittsburgh, PA 15212
Office: (412) 321-8440
Fax: (412) 321-4088

EIN: 52-2270910

NEW TEAM REGISTRATION FEE INVOICE

Team Name: _____

New Team Registration Fee 2013-14 Baseball Season:

\$600.00*

Must be paid before June 1, 2013

Please make checks payable to:
NCBA

Please send payment & Invoice to:
NCBA
850 Ridge Avenue
Suite 301
Pittsburgh, PA 15212

To pay by Credit Card:

Credit Card #: _____

Credit Card Type (Visa, MC): _____

Billing Zip Code: _____

Expiration Date: _____

Signature of Cardholder: _____

Fax to: (412) 321-4088

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 Suite 301
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 Office: (412) 321-8440
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APPENDIX C-1: W-9 FORM

Form W-9
 (Rev. August 2013)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Name (as shown on your income tax return)
National Federation of Collegiate Club Sports Leagues, LLC

Business name/disregarded entity name, if different from above
ColiClubSports, NCBA, NCSA, NCFA, NCBBA, NCTFA

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) **C**
 Other (see instructions) ▶

Exemptions (see instructions):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)
850 Ridge Ave Suite 301

City, state, and ZIP code
Pittsburgh, PA 15212

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Social security number

--	--	--	--	--	--	--	--	--	--

Employer identification number

5	2	-	2	2	7	0	9	1	0
---	---	---	---	---	---	---	---	---	---

Sign Here Signature of U.S. person ▶ Date ▶ **11/05/13**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9 at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Cat. No. 10231X
Form **W-9** (Rev. 8-2013)



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Fax: (412) 321-4088

APPENDIX C-2: REGISTRATION FORM

850 Ridge Ave
Suite 301
Pittsburgh, PA 15212
www.clubbaseball.org

REGISTRATION FORM

(Please e-mail to Info@CollClubSports.com.)

NAME OF INSTITUTION:

CLUB/REC SPORTS OFFICE:

Address Line 1:
Address Line 2:
Address Line 3:

Club/Rec Sports
Director Name:
Phone Number:
Email Address:

PRIMARY REPRESENTATIVE:

Name:
Position: President

School Address Line 1:
School Address Line 2:
School Address Line 3:
Cell Phone Number:
Personal Email Address:
Team Email Address:

ALTERNATE REPRESENTATIVE:

Name:
Position: Vice-President

Cell Phone Number:
Email Address:

HEAD COACH:

Name:

Cell Phone Number:
Email Address:

TEAM WEBSITE:



850 Ridge Avenue
 Suite 301
 Pittsburgh, PA 15212
 Office: (412) 321-8440
 Fax: (412) 321-4088

APPENDIX C-3: DIVISION I SCHEDULE REQUEST FORM (SPRING PLAY ONLY)

Please fill in your scheduling request by entering an item in each field.
 We will try to accommodate to the best of our ability.

Team Name	Dates		Preferred Location	Reason	Weather Prediction	Games already Scheduled
	Start	End	(Home, Away, Either, or Off)	(Spring Break, Field Availability, Weather, Parents Weekend, etc...)	(Good, Bad, So-So)	(Whom, Where, When)
Week 10	1/27/2014	2/2/2014		Spring Season starts on Saturday 2/1		
Week 11	2/2/2014	2/9/2014				
Week 12	2/10/2014	2/16/2014				
Week 13	2/17/2014	2/23/2014				
Week 14	2/24/2014	3/2/2014				
Week 15	3/2/2014	3/9/2014				
Week 16	3/10/2014	3/16/2014				
Week 17	3/17/2014	3/23/2014				
Week 18	3/24/2014	3/30/2014				
Week 19	3/31/2014	4/8/2014				
Week 20	4/7/2014	4/13/2014				
Week 21	4/14/2014	4/20/2014				
Week 22	4/21/2014	4/27/2014				
Week 23	4/28/2014	5/4/2014	EITHER	RESERVED FOR MAKE UP GAMES (Reg Season Officially Ends 5/4)		
Week 24	5/5/2014	5/11/2014	AWAY	REGIONALS		
Week 25	5/12/2014	5/18/2014	OFF	RESERVED FOR WS PREPARATIONS		
Week 26	5/19/2014	5/25/2014	AWAY	NCBA DI WORLD SERIES		
Week 27	5/26/2014	6/1/2014	AWAY	NCBA DI WORLD SERIES		

*** Denotes that Easter Falls During this Week

POTENTIAL CONFLICTS TO CONSIDER:

- Homecoming Weekend
- Fall Break
- Finals Week
- Spring Break
- Field Availability
- Use of Varsity Field
- Easter
- Graduation



850 Ridge Avenue
 Suite 301
 Pittsburgh, PA 15212
 Office: (412) 321-8440
 Fax: (412) 321-4088

APPENDIX C-4: DIVISION I SCHEDULE REQUEST FORM (FALL/SPRING PLAY)

Please fill in your scheduling request by entering an item in each field.
 We will try to accommodate to the best of our ability.

Team Name	Dates		Preferred Location (Home, Away, Either, or Off)	Reason (Spring Break, Field Availability, Weather, Parents Weekend, etc...)	Weather Prediction (Good, Bad, So-So)	Games already Scheduled (Whom, Where, When)
	Start	End				
Week 1	8/9/2013	8/15/2013		Fall Season starts on Sunday 8/15		
Week 2	8/16/2013	8/22/2013				
Week 3	8/23/2013	8/29/2013				
Week 4	8/30/2013	9/5/2013				
Week 5	9/6/2013	9/12/2013				
Week 6	9/13/2013	9/19/2013				
Week 7	9/20/2013	9/26/2013				
Week 8	9/27/2013	10/3/2013				
Week 9	10/4/2013	10/10/2013				
Week 10	10/11/2013	10/17/2013				
Week 11	10/18/2013	10/24/2013				
Week 12	10/25/2013	10/31/2013		Spring Season starts on Saturday 2/15		
Week 13	11/1/2013	11/7/2013				
Week 14	11/8/2013	11/14/2013				
Week 15	11/15/2013	11/21/2013				
Week 16	11/22/2013	11/28/2013				
Week 17	11/29/2013	12/5/2013				
Week 18	12/6/2013	12/12/2013				
Week 19	12/13/2013	12/19/2013				
Week 20	12/20/2013	12/26/2013				
Week 21	12/27/2013	1/2/2014				
Week 22	1/3/2014	1/9/2014				
Week 23	1/10/2014	1/16/2014	EITHER	RESERVED FOR MAKE UP GAMES (Reg Season Officially Ends 5/1)		
Week 24	1/17/2014	1/23/2014	AWAY	REGIONALS		
Week 25	1/24/2014	1/30/2014	OFF	RESERVED FOR VBS PREPARATIONS		
Week 26	1/31/2014	2/6/2014	AWAY	NCSA DI WORLD SERIES		
Week 27	2/7/2014	2/13/2014	AWAY	NCSA DI WORLD SERIES		

*** Denotes that Easter Falls During this Week

POTENTIAL CONFLICTS TO CONSIDER:

- Homecoming Weekend
- Fall Break
- Finals Week
- Spring Break
- Field Availability
- Use of Varsity Field
- Easter
- Graduation



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 Suite 301
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 Office: (412) 321-8440
 Fax: (412) 321-4088

APPENDIX C-5: DIVISION II SCHEDULE REQUEST FORM (SPRING PLAY ONLY)

Please fill in your scheduling request by entering an item in each field.
 We will try to accommodate to the best of our ability.

Team Name	Dates		Preferred Location (Home, Away, Either, or Off)	Reason (Spring Break, Field Availability, Weather, Parents Weekend, etc...)	Weather Prediction (Good, Bad, So-So)	Games already Scheduled (Whom, Where, When)
	Start	End				
Week 10	1/27/2014	2/2/2014		Spring Season starts on Saturday 2/1		
Week 11	2/9/2014	2/9/2014				
Week 12	2/16/2014	2/16/2014				
Week 13	2/17/2014	2/23/2014				
Week 14	2/24/2014	3/2/2014				
Week 15	3/9/2014	3/9/2014				
Week 16	3/16/2014	3/16/2014				
Week 17	3/17/2014	3/23/2014				
Week 18	3/24/2014	3/30/2014				
Week 19	3/31/2014	4/6/2014				
Week 20	4/7/2014	4/13/2014				
Week 21	4/14/2014	4/20/2014				***
Week 22	4/21/2014	4/27/2014	EITHER	RESERVED FOR MAKE UP GAMES (Reg Season Officially Ends 4/27)		
Week 23	4/28/2014	5/4/2014	AWAY	DISTRICT PLAYOFFS		
Week 24	5/5/2014	5/11/2014	OFF	RESERVED FOR WS PREPARATIONS		
Week 25	5/12/2014	5/18/2014	AWAY	NCBA DI WORLD SERIES		
Week 26	5/19/2014	5/25/2014	AWAY	NCBA DI WORLD SERIES		
Week 27	5/26/2014	6/1/2014				

*** Denotes that Easter Falls During this Week

POTENTIAL CONFLICTS TO CONSIDER:

- Homecoming Weekend
- Fall Break
- Finals Week
- Spring Break
- Field Availability
- Use of Varsity Field
- Easter
- Graduation



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APPENDIX C-6: DIVISION II SCHEDULE REQUEST FORM (FALL/SPRING PLAY)

Please fill in your scheduling request by entering an item in each field.
 We will try to accommodate to the best of our ability.

Team Name	Dates		Preferred Location (Home, Away, Either, or Off)	Reason (Spring Break, Field Availability, Weather, Parents Weekend, etc...)	Weather Prediction (Good, Bad, So-So)	Games already Scheduled (Whom, Where, When)
	Start	End				
Week 1	9/9/2013	9/15/2013		†at Season starts on Sunday 9/15		
Week 2	9/16/2013	9/22/2013				
Week 3	9/23/2013	9/29/2013				
Week 4	9/30/2013	10/6/2013				
Week 5	10/7/2013	10/13/2013				
Week 6	10/14/2013	10/20/2013				
Week 7	10/21/2013	10/27/2013				
Week 8	10/28/2013	11/3/2013				
Week 9	11/4/2013	11/10/2013				
Week 10	1/27/2014	2/2/2014		Spring Season starts on Saturday 2/1		
Week 11	2/9/2014	2/15/2014				
Week 12	2/16/2014	2/22/2014				
Week 13	2/23/2014	2/29/2014				
Week 14	3/2/2014	3/8/2014				
Week 15	3/9/2014	3/15/2014				
Week 16	3/16/2014	3/22/2014				
Week 17	3/23/2014	3/29/2014				
Week 18	3/30/2014	4/5/2014				
Week 19	4/6/2014	4/12/2014				
Week 20	4/13/2014	4/19/2014				
Week 21	4/20/2014	4/26/2014				
Week 22	4/27/2014	5/3/2014	EITHER	RESERVED FOR MAKE UP GAMES (Reg Season Officially Ends 4/27)		
Week 23	5/4/2014	5/10/2014	AWAY	DISTRICT PLAYOFFS		
Week 24	5/11/2014	5/17/2014	OFF	RESERVED FOR WS PREPARATIONS		
Week 25	5/18/2014	5/24/2014	AWAY	NCBA DII WORLD SERIES		
Week 26	5/25/2014	5/31/2014	AWAY	NCBA DII WORLD SERIES		
Week 27	6/1/2014	6/7/2014				

*** Denotes that Easter Falls During this Week

POTENTIAL CONFLICTS TO CONSIDER:

- Homecoming Weekend
- Fall Break
- Finals Week
- Spring Break
- Field Availability
- Use of Varsity Field
- Easter
- Graduation



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APPENDIX C-7: DIVISION I PLAYER REGISTRATION INSTRUCTIONS



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NCBA DI PLAYER REGISTRATION INSTRUCTIONS

The NCBA DI Player registration process is the online tool developed by CollClubSports by which players enter themselves in to the NCBA DI system and thus begin the process of becoming cleared to be eligible to compete in the NCBA DI. Once a player completes the registration process they move in to a holding "Roster Queue". Once the team submits an "Academic Eligibility Letter" players that are deemed eligible will be moved from the "Roster Queue" to the team's official roster and then will appear on the NCBA DI website as a player for that particular team. Only when this happens is a player deemed eligible to compete in the NCBA DI. Additionally, once the players is added to the official roster the stats for that player will be able to be tracked through the NCBA DI website and the player will become eligible to win awards such as Player and Pitcher of the Week.

IMPORTANT NOTES:

- 1) There is a \$1.00 registration fee associated with completing the registration process. Players should have a valid credit card, debit card, or PayPal account readily available prior to beginning the registration process.
- 2) During the registration process, players will be asked for information such as a picture, biography, jersey number, and position. If they don't have this available, that is okay, they can log back in to the Player Registration system any time after completing the process and add/edit these portions of their player profile.
- 3) It is important that players take their time as they complete the Player Registration, much of the information they will be asked is sensitive to determining their eligibility to compete in the NCBA DI and some of the information cannot be changed once they initially enter it. That said, we stress that players read through the process thoroughly and enter all information **accurately**.

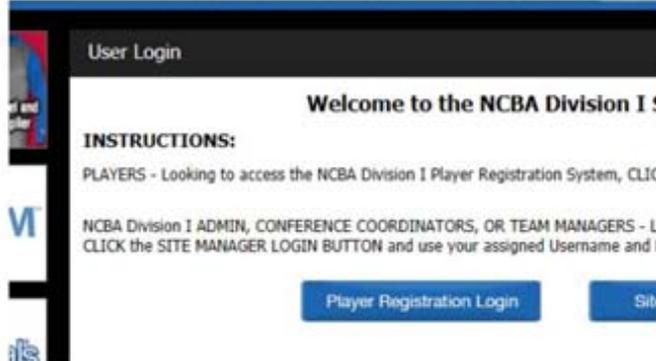
Here are the steps to begin the player registration process:

STEP 1: Go to WWW.CLUBBASEBALL.ORG

STEP 2: Click on the LOGIN button in the top right hand corner.



STEP 3: Click on the PLAYER REGISTRATION LOGIN button on the left.



STEP 4: Begin the player registration process carefully and accurately.



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APPENDIX C-8: DIVISION II PLAYER REGISTRATION INSTRUCTIONS



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NCBA DII PLAYER REGISTRATION INSTRUCTIONS

The NCBA DII Player registration process is the online tool developed by CollClubSports by which players enter themselves in to the NCBA DII system and thus begin the process of becoming cleared to be eligible to compete in the NCBA DII. Once a player completes the registration process they move in to a holding "Roster Queue". Once the team submits an "Academic Eligibility Letter" players that are deemed eligible will be moved from the "Roster Queue" to the team's official roster and then will appear on the NCBA DII website as a player for that particular team. Only when this happens is a player deemed eligible to compete in the NCBA DII. Additionally, once the players is added to the official roster the stats for that player will be able to be tracked through the NCBA DII website and the player will become eligible to win awards such as Player and Pitcher of the Week.

IMPORTANT NOTES:

- 1) There is a \$1.00 registration fee associated with completing the registration process. Players should have a valid credit card, debit card, or PayPal account readily available prior to beginning the registration process.
- 2) During the registration process, players will be asked for information such as a picture, biography, jersey number, and position. If they don't have this available, that is okay, they can log back in to the Player Registration system any time after completing the process and add/edit these portions of their player profile.
- 3) It is important that players take their time as they complete the Player Registration, much of the information they will be asked is sensitive to determining their eligibility to compete in the NCBA DII and some of the information cannot be changed once they initially enter it. That said, we stress that players read through the process thoroughly and enter all information **accurately**.

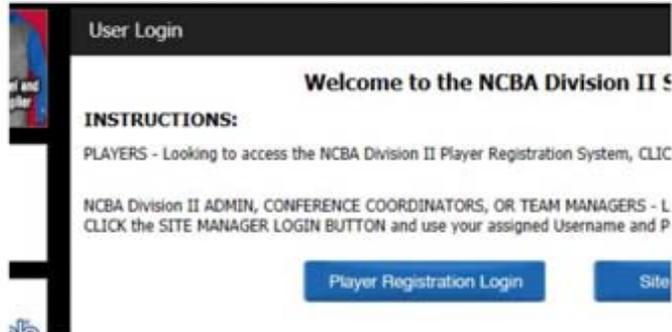
Here are the steps to begin the player registration process:

STEP 1: Go to WWW.CLUBBASEBALL.ORG/DIV2/

STEP 2: Click on the LOGIN button in the top right hand corner.



STEP 3: Click on the PLAYER REGISTRATION LOGIN button on the left.



STEP 4: Begin the player registration process carefully and accurately.



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APPENDIX C-9: COACHES WAIVER



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Last Name _____

Participation Waiver Agreement

(Coaches, Managers, & Trainers Only)

The *National Club Baseball Association* provides an opportunity to participate in a nationally competitive baseball league. Unfortunately, the chance of risk is always possible due to the strenuous physical activity involved with any baseball league. Probable injuries could include, but are not limited to muscle strains, back injuries, sprains, broken bones, strokes, cardiac malfunction, or other types of catastrophic injury. Therefore, all participants must reduce their chances of injury.

The safe conduct of any group activity, such as the *National Club Baseball Association*, relies upon the individual actions of each member of the group. The participant has an obligation to refrain from dangerous or disruptive activity that might endanger the participant or any other member of the group. 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. In addition:

1. I understand that it is recommended that all participants have a physician's clearance prior to engaging in any activity involving the *National Club Baseball Association*.
2. If any injury would occur during any activity dealing with the *National Club Baseball Association*, I understand that any members associated directly or indirectly with the *NCBA* are **NOT** liable for any medical care, property damage, death or money compensation that could occur.
3. I understand that any travel conducted in conjunction with the *National Club Baseball Association* is voluntary and discretionary. Thus, the *NCBA* does **NOT** assume any liability for such voluntary travel.
4. I certify that I have adequate medical/hospital insurance coverage that will cover any and all medical expenses resulting from my participation in any activity of the *National Club Baseball Association*.

INSURANCE COMPANY _____
POLICY NUMBER _____

5. Most importantly, I understand that I am playing completely at my **OWN** risk. I agree to play in a safe and prudent manner at all times and under the safety guidelines adopted by the *National Club Baseball Association*. A copy of these guidelines may be downloaded from the *NCBA* website, at www.clubbaseball.org. Any violation of these rules will result in an immediate withdrawal from the *National Club Baseball Association*.

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PARTICIPANTS CERTIFICATION

1. I have read and understand the risks involved with the physical nature of the *National Club Baseball Association*.
2. I have read and understand the importance of securing a physician's clearance prior to participating the *National Club Baseball Association*.
3. I agree to follow the posted safety guidelines and the verbal instruction given to me on the proper safety procedures expected by the *National Club Baseball Association*.
4. I agree to allow the *National Club Baseball Association* and its sponsors the right to use images of me participating in the *National Club Baseball Association* for advertising and promotional purposes.

Participants Signature _____ Date _____

(To be filled in COMPLETELY and TYPED by all NCBA Coaches, Managers, and Trainers.)

Name of Participating Institution: _____
 First Name: _____ Last Name: _____ MI: _____ SS# (Just Last 4) XXX-XX-_____
 Permanent Mailing Address: _____

 Email Address: _____



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APPENDIX C-10: SAMPLE ACADEMIC ELIGIBILITY LETTER #1



SAM HOUSTON STATE UNIV.

Student Name	SS# (Just Last 4)	Currently Enrolled?	On Campus or Branch?	Undergrad or Grad Student?	Current Credit Load?	Cumulative Grade Point Avg?	Academic Probation?	Academic Warning?	Final Semester Student?	Permission to Release Academic Info
		(Y/N)	(OC/B)	(U/G)	12+	2.0+	(Y/N)	(Y/N)	(Y/N)	Signature
Sandy Sanderson	XXX-XX-6789	Y	OC	U	Y	Y	N	N	N	
Kyle Buchmann	XXX-XX-6789	Y	OC	U	Y	Y	N	N	N	
Christian Smith	XXX-XX-6789	Y	OC	U	Y	Y	N	N	N	
Chad Lowe	XXX-XX-6789	Y	OC	U	N	Y	N	N	Y	
Chad Hug	XXX-XX-6789	Y	OC	U	Y	Y	N	N	N	
Josh Costner	XXX-XX-6789	Y	OC	U	Y	Y	N	N	N	
Brian Losak	XXX-XX-6789	Y	OC	U	Y	Y	N	N	N	
Dano Jauregui	XXX-XX-6789	Y	OC	U	Y	Y	N	N	N	
Wes McCoubrie	XXX-XX-6789	Y	B	G	N	Y	N	N	N	
Jason Fean	XXX-XX-6789	Y	OC	U	N	Y	N	N	Y	
Chip Hoffer	XXX-XX-6789	Y	OC	U	Y	Y	N	N	N	
etc.										

By my signature below, I authorize that the information listed above is both true and correct as of the date listed.

Sandy Sanderson

SHSU Club Sports Director
 Or
 SHSU Registrar

 (Date)



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APPENDIX C-11: SAMPLE ACADEMIC ELIGIBILITY LETTER #2



SAM HOUSTON STATE UNIV.

All students listed below meet ALL of the following academic eligibility requirements to participate in the National Club Baseball Association:

- 1) Are NOT on academic probation or warning.
- 2) Hold at least a 2.0 cumulative GPA.
- 3) Are currently enrolled at Sam Houston State University.
- 4) Are currently enrolled in a minimum of 12.0 (9.0 for 2-year Colleges) undergraduate credit hours at Sam Houston State University, OR are currently enrolled in enough undergraduate credit hours to sufficiently graduate at the end of the current semester, OR are enrolled in enough graduate credit hours to satisfy Sam Houston State University's requirements to be considered a full-time graduate student.

Student Name	SS# (Just Last 4)	Permission to Release Academic Info
		Signature
Sandy Sanderson	XXX-XX-6789	
Kyle Buchmann	XXX-XX-6789	
Christian Smith	XXX-XX-6789	
Chad Lowe	XXX-XX-6789	
Chad Hug	XXX-XX-6789	
Josh Costner	XXX-XX-6789	
Brian Losak	XXX-XX-6789	
Dano Jauregui	XXX-XX-6789	
Wes McCoubrie	XXX-XX-6789	
Jason Fean	XXX-XX-6789	
Chip Hoffer	XXX-XX-6789	
etc.		

By my signature below, I authorize that the information listed above is both true and correct as of the date listed.

Sandy Sanderson

SHSU Club Sports Director
 Or
 SHSU Registrar

 (Date)



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APPENDIX C-12: DIVISION I EJECTION REPORT



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 Fax: (412) 321-4088

NCBA DI EJECTION REPORT

Instructions:

- a) One form should be completed for each ejection incident.
- b) Report must be completed in its entirety.
- c) Completed Protest Forms must be emailed to your Regional Director as well as the NCBA President (Sandy.Sanderson@ColClubSports.com).
- d) Completed Ejection Reports must be received by the league office no later than 72 hours after the ejection occurs, or the team is automatically placed on probation for the remainder of the season.
- e) NOTE: A player ejected for arguing balls/strikes/safe/out calls, bench jockeying, or violating a slide rule is required to sit out an additional game; 3 games for intentionally throwing at a batter or threatening/making physical contact with a coach, player, or umpire.
- f) NOTE: A coach ejected for threatening/making physical contact with a coach, player, or umpire is required to sit out an additional 3 games.
- g) NOTE: A coach or player who is ejected and fails to leave the premises peacefully and without further incident is required to sit out an additional game on top of any other suspension their ejection may have earned.
- h) NOTE: A coach or player who is ejected after the final out of the game are not required to sit out the next game unless the reason for the ejection stipulates an automatic suspension per items (e), (f), or (g).

Reporting Team Name:	TYPE SCHOOL NAME HERE
Reporter:	TYPE YOUR NAME HERE
Reporter Email Address:	TYPE YOUR EMAIL HERE
Reporter Phone Number:	TYPE YOUR PHONE # HERE
Opponent Team Name:	TYPE SCHOOL NAME HERE
Date of Game when ejection occurred:	1/1/06
Scheduled Game Start Time:	10:00 AM
Scheduled Game Length (Select One):	7-Innings <input type="checkbox"/> 9-Innings <input type="checkbox"/>
Location of Game:	TYPE HOME TEAM NAME HERE TYPE FIELD NAME HERE TYPE FIELD ADDRESS HERE TYPE FIELD ADDRESS HERE
Plate Umpire Contact Information:	TYPE PLATE UMP NAME HERE TYPE PLATE UMP PHONE # HERE TYPE PLATE UMP EMAIL HERE
Base Umpire Contact Information:	TYPE BASE UMP NAME HERE TYPE BASE UMP PHONE # HERE TYPE BASE UMP EMAIL HERE
Type of Ejection (Select One):	COACH <input type="checkbox"/> PLAYER <input type="checkbox"/>
Name of Ejected Player/Coach:	TYPE EJECTED NAME HERE
Did the Ejected player/coach leave the game peacefully?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Did the Ejected player/coach sit out an additional game?	YES <input type="checkbox"/> NO <input type="checkbox"/>
How many additional games did the player/coach sit out?	0
Reason for Ejection (Check all that Apply):	<input type="checkbox"/> ARGUING BALLS/STRIKES or SAFE/OUT WITH AN UMPIRE

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- EJECTED FOLLOWING A WARNING
- UNIFORM OR EQUIPMENT VIOLATION
- USE OF FOUL LANGUAGE
- BENCH JOCKEYING
- INTENTIONALLY THROWING AT A BATTER
- VIOLATION OF A SLIDE RULE
- INITIATING A FIGHT OR ALTERCATION
- PARTICIPATING IN A FIGHT OR ALTERCATION
- THREATEN OR PHYSICAL CONTACT WITH A PLAYER/COACH/UMP
- OTHER

Description of Ejection Details: TYPE DETAILS HERE

Additional Relevant Notes (Optional): TYPE ADDITIONAL NOTES HERE

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APPENDIX C-13: DIVISION II EJECTION REPORT



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 Office: (412) 321-8440
 Fax: (412) 321-4088

NCBA DII EJECTION REPORT

Instructions: a) One form should be completed for each ejection incident.
 b) Report must be completed in its entirety.
 c) Completed Protest Forms must be emailed to your District Coordinator as well as the V.P. of Division II Baseball Operations (Christian.Smith@ColClubSports.com).
 d) Completed Ejection Reports must be received by the league office no later than 72 hours after the ejection occurs, or the team is automatically placed on probation for the remainder of the season.
 e) NOTE: A player ejected for arguing balls/strikes/safe/out calls, bench jockeying, or violating a slide rule is required to sit out an additional game; 3 games for intentionally throwing at a batter or threatening/making physical contact with a coach, player, or umpire.
 f) NOTE: A coach ejected for threatening/making physical contact with a coach, player, or umpire is required to sit out an additional 3 games.
 g) NOTE: A coach or player who is ejected and fails to leave the premises peacefully and without further incident is required to sit out an additional game on top of any other suspension their ejection may have earned.
 h) NOTE: A coach or player who is ejected after the final out of the game are not required to sit out the next game unless the reason for the ejection stipulates an automatic suspension per items (e), (f), or (g).

Reporting Team Name:	TYPE SCHOOL NAME HERE
Reporter:	TYPE YOUR NAME HERE
Reporter Email Address:	TYPE YOUR EMAIL HERE
Reporter Phone Number:	TYPE YOUR PHONE # HERE
Opponent Team Name:	TYPE SCHOOL NAME HERE
Date of Game when ejection occurred:	1/1/06
Scheduled Game Start Time:	10:00 AM
Scheduled Game Length (Select One):	7-Innings <input type="checkbox"/> 9-Innings <input type="checkbox"/>
Location of Game:	TYPE HOME TEAM NAME HERE TYPE FIELD NAME HERE TYPE FIELD ADDRESS HERE TYPE FIELD ADDRESS HERE
Plate Umpire Contact Information:	TYPE PLATE UMP NAME HERE TYPE PLATE UMP PHONE # HERE TYPE PLATE UMP EMAIL HERE
Base Umpire Contact Information:	TYPE BASE UMP NAME HERE TYPE BASE UMP PHONE # HERE TYPE BASE UMP EMAIL HERE
Type of Ejection (Select One):	COACH <input type="checkbox"/> PLAYER <input type="checkbox"/>
Name of Ejected Player/Coach:	TYPE EJECTED NAME HERE
Did the Ejected player/coach leave the game peacefully?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Did the Ejected player/coach sit out an additional game?	YES <input type="checkbox"/> NO <input type="checkbox"/>
How many additional games did the player/coach sit out?	0
Reason for Ejection (Check all that Apply):	<input type="checkbox"/> ARGUING BALLS/STRIKES or SAFE/OUT WITH AN UMPIRE

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- EJECTED FOLLOWING A WARNING
- UNIFORM OR EQUIPMENT VIOLATION
- USE OF FOUL LANGUAGE
- BENCH JOCKEYING
- INTENTIONALLY THROWING AT A BATTER
- VIOLATION OF A SLIDE RULE
- INITIATING A FIGHT OR ALTERCATION
- PARTICIPATING IN A FIGHT OR ALTERCATION
- THREATEN OR PHYSICAL CONTACT WITH A PLAYER/COACH/UMP
- OTHER

Description of Ejection Details: TYPE DETAILS HERE

Additional Relevant Notes (Optional): TYPE ADDITIONAL NOTES HERE



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APPENDIX C-14: DIVISION I PROTEST FORM



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NCBA DI GAME PROTEST FORM

Instructions:

- a) One form should be completed for each game that is being protested.
- b) Form must be completed in its entirety for the protest to be valid.
- c) Completed Protest Forms must be emailed to the regional director of the protesting team as well as the NCBA President (Sandy.Sandersen@ColClubSports.com).
- d) Completed Protest Forms must be received by the league office no later than midnight E.S.T. of the Tuesday following the "NCBA Week" in which the protested game occurred.
- e) NOTE: No protest ever shall be permitted on judgment decisions by the umpire.

Protesting Team Name: TYPE SCHOOL NAME HERE

Protector: TYPE YOUR NAME HERE

Protector Email Address: TYPE YOUR EMAIL HERE

Protector Phone Number: TYPE YOUR PHONE # HERE

Opponent Team Name: TYPE SCHOOL NAME HERE

Date of Game being protested: 1/1/06

Scheduled Game Start Time: 10:00 AM

Scheduled Game Length (Select One): 7-Innings 9-Innings

Location of Game being protested: TYPE HOME TEAM NAME HERE
 TYPE FIELD NAME HERE
 TYPE FIELD ADDRESS HERE
 TYPE FIELD ADDRESS HERE

Plate Umpire Contact Information: TYPE PLATE UMP NAME HERE
 TYPE PLATE UMP PHONE # HERE
 TYPE PLATE UMP EMAIL HERE

Base Umpire Contact Information: TYPE BASE UMP NAME HERE
 TYPE BASE UMP PHONE # HERE
 TYPE BASE UMP EMAIL HERE

Type of Protest (Select One): ON FIELD OFF FIELD

Was the Umpire informed of your intent to Protest? YES NO

Reason for Protest (Select One):

- EQUIPMENT VIOLATION
- UNIFORM VIOLATION
- IN-GAME KNOWN ROSTER VIOLATION
- IN-GAME UNKNOWN ROSTER VIOLATION
- UMPIRE DECISION IN VIOLATION OF NCBA RULES
- FAILURE TO SCHEDULE UMPIRES
- UMPIRE QUALIFICATION
- OTHER

Requested Action (Select One):

- FORFEIT
- REPLAY OF GAME
- CONTINUATION OF GAME FROM POINT OF PROTEST
- TEAM/PLAYER SUSPENSION OR PROBATION
- TEAM/PLAYER EXPULSION FROM LEAGUE

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- NCBA TO DISCIPLINE TEAM AT OWN DISCRETION
- OTHER

Description of Protest Details: TYPE DETAILS HERE

Additional Relevant Notes (Optional): TYPE ADDITIONAL NOTES HERE



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APPENDIX C-15: DIVISION II PROTEST FORM

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 Office: (412) 321-8440
 Fax: (412) 321-4088

NCBA DII GAME PROTEST FORM

Instructions:

- a) One form should be completed for each game that is being protested.
- b) Form must be completed in its entirety for the protest to be valid.
- c) Completed Protest Forms must be emailed to the district coordinator of the protesting team as well as the V.P. of DII Baseball Operations (Christian.Smith@CcolClubSports.com).
- d) Completed Protest Forms must be received by the league office no later than midnight E.S.T. of the Tuesday following the "NCBA Week" in which the protested game occurred.
- e) NOTE: No protest ever shall be permitted on judgment decisions by the umpire.

Protesting Team Name: TYPE SCHOOL NAME HERE

Protector: TYPE YOUR NAME HERE

Protector Email Address: TYPE YOUR EMAIL HERE

Protector Phone Number: TYPE YOUR PHONE # HERE

Opponent Team Name: TYPE SCHOOL NAME HERE

Date of Game being protested: 1/1/06

Scheduled Game Start Time: 10:00 AM

Scheduled Game Length (Select One): 7-Innings 9-Innings

Location of Game being protested: TYPE HOME TEAM NAME HERE
 TYPE FIELD NAME HERE
 TYPE FIELD ADDRESS HERE
 TYPE FIELD ADDRESS HERE

Plate Umpire Contact Information: TYPE PLATE UMP NAME HERE
 TYPE PLATE UMP PHONE # HERE
 TYPE PLATE UMP EMAIL HERE

Base Umpire Contact Information: TYPE BASE UMP NAME HERE
 TYPE BASE UMP PHONE # HERE
 TYPE BASE UMP EMAIL HERE

Type of Protest (Select One): ON FIELD OFF FIELD

Was the Umpire informed of your intent to Protest? YES NO

Reason for Protest (Select One):

- EQUIPMENT VIOLATION
- UNIFORM VIOLATION
- IN-GAME KNOWN ROSTER VIOLATION
- IN-GAME UNKNOWN ROSTER VIOLATION
- UMPIRE DECISION IN VIOLATION OF NCBA RULES
- FAILURE TO SCHEDULE UMPIRES
- UMPIRE QUALIFICATION
- OTHER

Requested Action (Select One):

- FORFEIT
- REPLAY OF GAME
- CONTINUATION OF GAME FROM POINT OF PROTEST
- TEAM/PLAYER SUSPENSION OR PROBATION
- TEAM/PLAYER EXPULSION FROM LEAGUE

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- NCBA TO DISCIPLINE TEAM AT OWN DISCRETION
- OTHER

Description of Protest Details: TYPE DETAILS HERE

Additional Relevant Notes (Optional): TYPE ADDITIONAL NOTES HERE

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APPENDIX C-16: WEEKLY TEAM SUBMISSION



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 Office: (412) 321-8440
 Fax: (412) 321-4088

WEEKLY TEAM SUBMISSION FORM

(Please e-mail updated form to your conference coordinator No Later Than midnight each Monday)

MY TEAM NAME IS:

THIS WEEK WE PLAYED:

	Date	Visiting Team	Visitor Score	Home Team	Home Score	Conference or Non-Conference Game?
Game 1		ENTER TEAM NAME		ENTER TEAM NAME		Select One
Game 2		ENTER TEAM NAME		ENTER TEAM NAME		Select One
Game 3		ENTER TEAM NAME		ENTER TEAM NAME		Select One
Game 4		ENTER TEAM NAME		ENTER TEAM NAME		Select One
Game 5		ENTER TEAM NAME		ENTER TEAM NAME		Select One
Game 6		ENTER TEAM NAME		ENTER TEAM NAME		Select One
Game 7		ENTER TEAM NAME		ENTER TEAM NAME		Select One
Game 8		ENTER TEAM NAME		ENTER TEAM NAME		Select One
Game 9		ENTER TEAM NAME		ENTER TEAM NAME		Select One
Game 10		ENTER TEAM NAME		ENTER TEAM NAME		Select One

OUR TEAM'S PLAYER OF THE WEEK IS:

Player Name	GAMES PLAYED	H	AB	2B	3B	HR	RBI	RUNS	SB	BB
Enter Player Name										
Enter Player Name										

Notes: Any important information to know?

OUR TEAM'S PITCHER OF THE WEEK IS:

Player Name	Opponent Faced	GAMES PITCHED	GAMES STARTED	INN	W	L	S	ER	R	BB	K	H
Enter Player Name	ENTER TEAM NAME											
Enter Player Name	ENTER TEAM NAME											

Notes: Any important information to know?



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APPENDIX C-17: DIVISION I TEAM MANAGER LOGIN INSTRUCTIONS



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 Office: (412) 321-8440
 Fax: (412) 321-4088**

NCBA DI TEAM MANAGER INSTRUCTIONS

The NCBA DI website enables team managers to login directly to the site and make changes on behalf of their team directly. Such changes include: changing the team's login password; changing the team's logo image; changing the team's contact email; changing the team's external website link; uploading player stats for each game played; and adding the day, start time, field name, and address for all home games. Additionally the team manager is able to log in and view the players awaiting approval to be added to the team roster as well as those who have already been approved.

IMPORTANT NOTE:

It is important that team managers logging in to the website be sure that the content that they upload is appropriate and accurate. Use of foul language or knowingly uploading false statistics can result in the team being placed on probation by the NCBA.

Here are the steps to begin accessing the NCBA DI Site Manager:

STEP 1: Send an email to Sandy.Sanderson@ColClubSports.com with the subject line "NCBA DI Site Password Request". In the body of the email simply list the first and last name of the team's designated team manager who will be in charge of accessing the NCBA DI Site Manager, their position with the team (example Head Coach, President, Vice President, Statistician, etc). A Username and Password will be emailed to you shortly.

Example:

To: Sandy.Sanderson <Sandy.Sanderson@ColClubSports.com>

Cc:

Bcc:

Subject: NCBA DI Site Password Request

Tony Smith

President

ECU Club Baseball

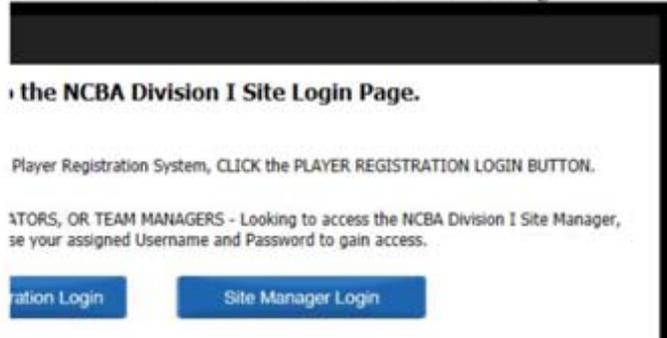
STEP 2: Go to WWW.CLUBBASEBALL.ORG

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STEP 3: Click on the LOGIN button in the top right hand corner.



STEP 4: Click on the SITE MANAGER button on the right.





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STEP 4: Enter the provided Login Name and Password in to NCBA DI Management System.

Welcome
to the
NCBA Division I
Management System

Please Login.

* Login Name :

* Password :

Login

STEP 5: Upon logging in, you will be taken directly to the USER TAB. Click on the edit button in the top left.

Player Of Week Team Game Stats/Notes User Log Off

Edit

User Details

Main Picture

Login Name : TestLogin

First Name : TestFirstName

Last Name : TestLastName

Title : TestTitle

Email : Test@School.edu

Bio :

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STEP 6: Scroll down to the bottom and change your password to whatever you'd like then click **SAVE** in the top left. Be sure to write down your username and password and keep them in a safe place.



Change Password

Password :

Confirm Password :

Below are further instructions on how you can use the NCBA DI Site Manager to control other aspects of the site:

PLAYER OF THE WEEK TAB



-Ignore this tab for now; this functionality will not be operational until Phase II of the website is released in a few months.



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TEAM TAB

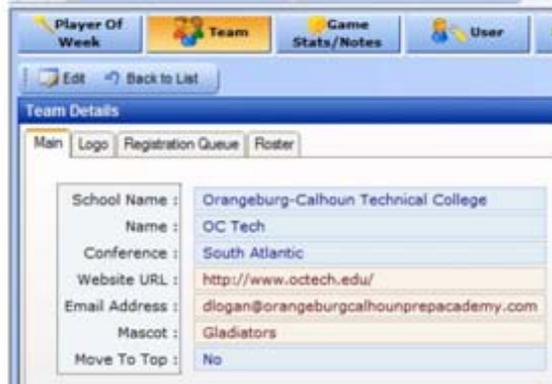


-Use this tab to change your team’s logo, website link, or contact email. From this tab you can also view which players have registered to be added to your roster and are awaiting to clear eligibility as well as which players have already been cleared.

-Click the Team Tab then click on your team’s name.



-To change your team’s website link or contact email, click the MAIN tab and click EDIT.





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-Open your external team or school website in a separate internet navigation window. Copy the URL and paste it into the "Website URL:" field being sure to include the full address including the "http://". Type your team's primary contact email address into the "Email Address:" field. Click Save.

Player Of Week | Team | Game Stats/Notes | Use

Save | Cancel

Team Details

Main | Logo | Registration Queue | Roster

School Name :	Orangeburg-Calhoun Technical College
Name :	OC Tech
Conference :	South Atlantic
Website URL :	http://www.octech.edu/
Email Address :	dlogan@orangeburgcalho
Mascot :	Gladiators
Move To Top :	No

-To change your team's logo on the NCBA DI website, click the LOGO tab and click CHANGE PICTURE.

Change Picture | Remove Picture | Back to List

Team / Upload Preview Image file

Main | Logo | Registration Queue | Roster

Please note image size should be: 120 x 120

-Be sure to have a either a .jpg or .gif version of your team logo readily available on your computer. The logo MUST be a .jpg or .gif file in order to be uploaded to the NCBA DI website. The size of your



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logo should be 120x120 pixels in order to display properly on the NCBA DI website. If your logo is of a smaller size or different size ratio, your logo will appear stretched or squished throughout the NCBA DI website. Click the BROWSE button and locate your appropriately sized .jpg or .gif team logo on your computer. Click UPLOAD.



-The Registration Queue Tab will display a list of players who have completed the registration process but have not yet cleared eligibility by the NCBA. This may be because their name has not yet been included on an academic eligibility letter sent to the NCBA or perhaps they have recently registered and the NCBA has yet to process their eligibility clearance. If a player has red text to the right of their name, it means they are not eligible to compete in the NCBA DI for that particular reason. Perhaps they have played pro or are not a current student.

-The Roster Tab will display the list of players who have completed the registration process and have been cleared to participate in the NCBA DI. The players appearing on this list are the only ones eligible to compete in NCBA DI Sanctioned Baseball Games and these players appear on the NCBA DI website under your teams official roster.

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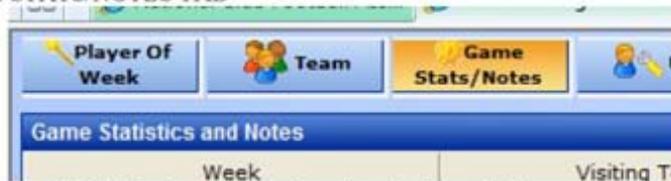


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GAME STATS/NOTES TAB



- Use this tab to change enter the day, start time, field name, and field address for your home games as well as to enter player stats for each of your games.
- Click the Game Stats/Notes Tab.
- Click on the Add Game Notes Tab next to each of your home games listed.



- Type the name of the field that you're playing that particular game at in the "Field Name:" field, type the address of the field in the "Field Address:" field so people can GPS directions to the game, select which day of the week the game is taking place from the "Day of Game:" drop down, and type in the scheduled start time of the game including AM/PM in the "Official Start Time:" field. Click Save Notes.



- Click on the Add/View Game Stats Tab next to the game you wish to enter stats for.



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Add/View Game Stats
Add/View Game Stats
Add/View Game Stats

-Use the Offensive and Pitching Stats tabs at the top to toggle between which stats you want to enter for that particular game.

Player Of Week	Team	Game Stats/Notes	User
----------------	------	------------------	------

Game Statistics and Notes

St. Louis @ Eastern Illinois
 Week 1 09/12/2011 - 09/18/2011

Offensive Stats	Pitching Stats	Back to Games List
-----------------	----------------	--------------------

Player	Game Played	AB	R	H	2B
Cerceo-Jensen, Gelly J	<input type="checkbox"/>	0	0	0	0
Crowley, Katie	<input type="checkbox"/>	0	0	0	0

-Click the EDIT button to the right of the particular player you'd like to upload stats for that particular game. Note that only players who have cleared eligibility and thus are eligible to compete in the NCBA DI will appear on the list of players.

CS	SAC-F	SAC-B	HBP	
0	0	0	0	Edit
0	0	0	0	Edit
0	0	0	0	Edit

-After entering stats for that particular player for that particular game click the UPDATE button and proceed on to the next player.



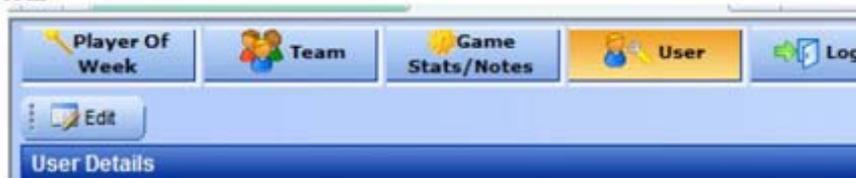
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B	CS	SAC-F	SAC-B	HBP	
	1	2	0	2	Update Cancel
	0	0	0	0	Edit
	0	0	0	0	Edit

USER TAB



- Use this tab to change your team manager's password or contact name/email should you assign a new person to handle your team's NCBA DI site manager account either in the middle of the season or from one season to the next.
- Ignore the picture and bio sections of the USER TAB for now, this functionality will not be operational until Phase II of the website is released in a few months.

Thank you for taking the time to learn how to use the NCBA DI Site Manager system. Please save these instructions should you need to reference them in the future or need to pass them along to future officers. By taking advantage of the full functionality of the NCBA DI website you help the NCBA to be the best collegiate baseball organization it can!



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APPENDIX C-18: DIVISION II TEAM MANAGER LOGIN INSTRUCTIONS

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 Office: (412) 321-8440
 Fax: (412) 321-4088

NCBA DII TEAM MANAGER INSTRUCTIONS

The NCBA DII website enables team managers to login directly to the site and make changes on behalf of their team directly. Such changes include: changing the team's login password; changing the team's logo image; changing the team's contact email; changing the team's external website link; uploading player stats for each game played; and adding the day, start time, field name, and address for all home games. Additionally the team manager is able to log in and view the players awaiting approval to be added to the team roster as well as those who have already been approved.

IMPORTANT NOTE:

It is important that team managers logging in to the website be sure that the content that they upload is appropriate and accurate. Use of foul language or knowingly uploading false statistics can result in the team being placed on probation by the NCBA.

Here are the steps to begin accessing the NCBA DII Site Manager:

STEP 1: Send an email to Christian.Smith@ColClubSports.com with the subject line "NCBA DII Site Password Request". In the body of the email simply list the first and last name of the team's designated team manager who will be in charge of accessing the NCBA DII Site Manager, their position with the team (example Head Coach, President, Vice President, Statistician, etc). A Username and Password will be emailed to you shortly.

Example:

To	Christian.Smith@ColClubSports.com
Cc	
Bcc	
Subject	NCBA DII Site Password Request

Tony Smith
 President
 TCU Club Baseball

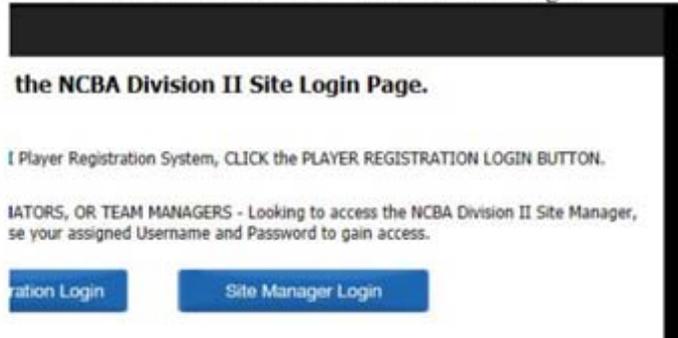
STEP 2: Go to WWW.CLUBBASEBALL.ORG/DIV2/

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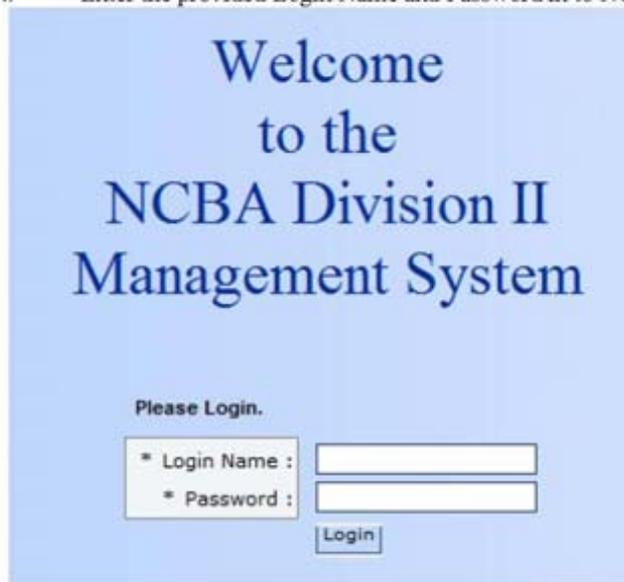
STEP 3: Click on the LOGIN button in the top right hand corner.



STEP 4: Click on the SITE MANAGER button on the right.



STEP 4: Enter the provided Login Name and Password in to NCBA DII Management System.



STEP 5: Upon logging in, you will be taken directly to the USER TAB. Click on the edit button in the top left.



STEP 6: Scroll down to the bottom and change your password to whatever you'd like then click SAVE in the top left. Be sure to write down your username and password and keep them in a safe place.



Below are further instructions on how you can use the NCBA DII Site Manager to control other aspects of the site:

PLAYER OF THE WEEK TAB



-Ignore this tab for now; this functionality will not be operational until Phase II of the website is released in a few months.

TEAM TAB

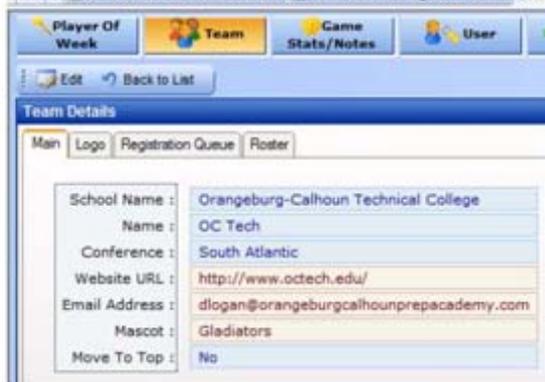


-Use this tab to change your team’s logo, website link, or contact email. From this tab you can also view which players have registered to be added to your roster and are awaiting to clear eligibility as well as which players have already been cleared.

-Click the Team Tab then click on your team’s name.



-To change your team’s website link or contact email, click the MAIN tab and click EDIT.



-Open your external team or school website in a separate internet navigation window. Copy the URL and paste it into the “Website URL:” field being sure to include the full address including the “http://”. Type your team’s primary contact email address into the “Email Address:” field. Click Save.



-To change your team's logo on the NCBA DI website, click the LOGO tab and click CHANGE PICTURE.



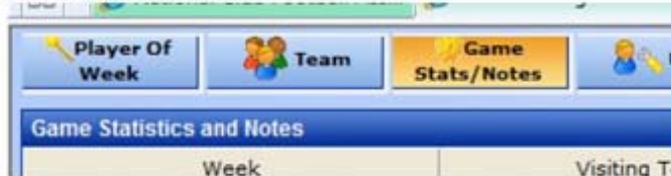
-Be sure to have a either a .jpg or .gif version of your team logo readily available on your computer. The logo MUST be a .jpg or .gif file in order to be uploaded to the NCBA DII website. The size of your logo should be 120x120 pixels in order to display properly on the NCBA DII website. If your logo is of a smaller size or different size ratio, your logo will appear stretched or squished throughout the NCBA DII website. Click the BROWSE button and locate your appropriately sized .jpg or .gif team logo on your computer. Click UPLOAD.



-The Registration Queue Tab will display a list of players who have completed the registration process but have not yet cleared eligibility by the NCBA. This may be because their name has not yet been included on an academic eligibility letter sent to the NCBA or perhaps they have recently registered and the NCBA has yet to process their eligibility clearance. If a player has red text to the right of their name, it means they are not eligible to compete in the NCBA DII for that particular reason. Perhaps they have played pro or are not a current student.

-The Roster Tab will display the list of players who have completed the registration process and have been cleared to participate in the NCBA DII. The players appearing on this list are the only ones eligible to compete in NCBA DII Sanctioned Baseball Games and these players appear on the NCBA DII website under your team's official roster.

GAME STATS/NOTES TAB



-Use this tab to change enter the day, start time, field name, and field address for your home games as well as to enter player stats for each of your games.

-Click the Game Stats/Notes Tab.

-Click on the Add Game Notes Tab next to each of your home games listed.



-Type the name of the field that you're playing that particular game at in the "Field Name:" field, type the address of the field in the "Field Address:" field so people can GPS directions to the game, select which day of the week the game is taking place from the "Day of Game:" drop down, and type in the scheduled start time of the game including AM/PM in the "Official Start Time:" field. Click Save Notes.



- Click on the Add/View Game Stats Tab next to the game you wish to enter stats for.

-Use the Offensive and Pitching Stats tabs at the top to toggle between which stats you want to enter for that particular game.

Game Statistics and Notes

St. Louis @ Eastern Illinois
 Week 1 09/12/2011 - 09/18/2011

Player	Game Played	AB	R	H	2B
Cerceo-Jensen, Gelly J	<input type="checkbox"/>	0	0	0	0
Crowley, Katie	<input type="checkbox"/>	0	0	0	0

-Click the EDIT button to the right of the particular player you'd like to upload stats for that particular game. Note that only players who have cleared eligibility and thus are eligible to compete in the NCBA DII will appear on the list of players.

CS	SAC-F	SAC-B	HBP	
0	0	0	0	<input type="button" value="Edit"/>
0	0	0	0	<input type="button" value="Edit"/>
0	0	0	0	<input type="button" value="Edit"/>

-After entering stats for that particular player for that particular game click the UPDATE button and proceed on to the next player.



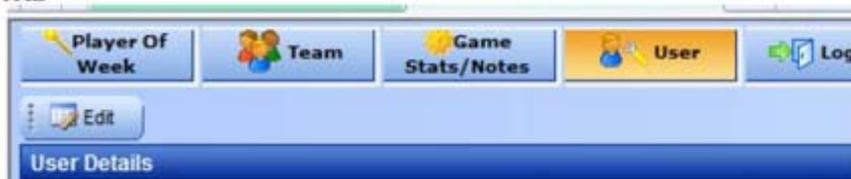
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B	CS	SAC-F	SAC-B	HBP	
1	2	0	2		Update Cancel
0	0	0	0		Edit
0	0	0	0		Edit

USER TAB



- Use this tab to change your team manager's password or contact name/email should you assign a new person to handle your team's NCBA DII site manager account either in the middle of the season or from one season to the next.
- Ignore the picture and bio sections of the USER TAB for now, this functionality will not be operational until Phase II of the website is released in a few months.

Thank you for taking the time to learn how to use the NCBA DII Site Manager system. Please save these instructions should you need to reference them in the future or need to pass them along to future officers. By taking advantage of the full functionality of the NCBA DII website you help the NCBA to be the best collegiate baseball organization it can!



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**APPENDIX C-19: DIVISION I EARLY ANNUAL LEAGUE DUES
 INVOICE**

	850 Ridge Avenue Suite 301 Pittsburgh, PA 15212 Office: (412) 321-8440 Fax: (412) 321-4088
<hr/> EIN: 52-2270910	
<h2 style="margin: 0;">2013-2014 NCBA DI ANNUAL DUES INVOICE</h2>	
Team Name: _____	
Annual Dues 2013-14 Baseball Season:	\$1,700.00
Discount: (if paid in full before 12/31/2013)	\$-100.00
Total:	\$1,600.00
<p style="color: red; margin: 0;">Payment Due no later than: 12/31/13</p>	
<p style="font-size: small; color: blue;">* If you would like to pay via a credit card, please fill out the bottom portion and fax back to the NCBA office. Unfortunately, we must pass on a 3% Surcharge. Total due would be \$1,648.</p>	
<p>Please make checks payable to: NCBA</p> <p>Please send payment & Invoice to: NCBA 850 Ridge Avenue Suite 301 Pittsburgh, PA 15212 Fax to: (412) 321-4088</p>	<p>To pay by Credit Card: Credit Card #: _____ Credit Card Type (Visa, MC): _____ Billing Street Address #: _____ Billing Zip Code: _____ Expiration Date: _____ Name on Credit Card: _____ Signature of Cardholder: _____</p>
<hr/> <p style="font-size: x-small; margin: 0;">© 2000 National Club Baseball Association</p>	



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**APPENDIX C-20: DIVISION II EARLY ANNUAL LEAGUE DUES
 INVOICE**



850 Ridge Avenue
 Suite 301
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 Office: (412) 321-8440
 Fax: (412) 321-4088

EIN: 52-2270910

**2013-2014 NCBA DII ANNUAL DUES
 INVOICE**

Team Name: _____

Annual Dues 2013-14 Baseball Season:	\$1,500.00
Discount: (if paid in full before 12/31/2013)	\$-100.00
Total:	\$1,400.00

Payment Due no later than: 12/31/13

* If you would like to pay via a credit card, please fill out the bottom portion and fax back to the NCBA office. Unfortunately, we must pass on a 3% Surcharge. Total due would be \$1,442.

Please make checks payable to:
 NCBA

Please send payment & Invoice to:
 NCBA
 850 Ridge Avenue
 Suite 301
 Pittsburgh, PA 15212
 Fax to: (412) 321-4088

To pay by Credit Card:

Credit Card #: _____
 Credit Card Type (Visa, MC): _____
 Billing Street Address #: _____
 Billing Zip Code: _____
 Expiration Date: _____
 Name on Credit Card: _____
 Signature of Cardholder: _____

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APPENDIX C-21: DIVISION I ANNUAL LEAGUE DUES INVOICE:



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 Office: (412) 321-8440
 Fax: (412) 321-4088

EIN: 52-2270910

2013-2014 NCBA DI ANNUAL DUES INVOICE

Team Name: _____

Annual Dues 2013-14 Baseball Season:	\$1,700.00
Total:	\$1,700.00

Payment Due no later than: 02/28/14

* If you would like to pay via a credit card, please fill out the bottom portion and fax back to the NCBA office. Unfortunately, we must pass on a 3% Surcharge. Total due would be \$1,751.

<p>Please make checks payable to: NCBA</p> <p>Please send payment & Invoice to: NCBA 850 Ridge Avenue Suite 301 Pittsburgh, PA 15212 Fax to: (412) 321-4088</p>		<p>To pay by Credit Card: Credit Card #: _____ Credit Card Type (Visa, MC): _____ Billing Street Address #: _____ Billing Zip Code: _____ Expiration Date: _____ Name on Credit Card: _____ Signature of Cardholder: _____</p>
--	--	--

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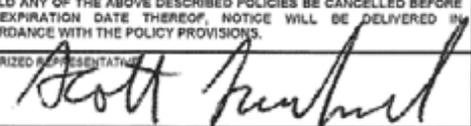
APPENDIX C-22: DIVISION II ANNUAL LEAGUE DUES INVOICE

	850 Ridge Avenue Suite 301 Pittsburgh, PA 15212 Office: (412) 321-8440 Fax: (412) 321-4088
EIN: 52-2270910	
<h2 style="margin: 0;">2013-2014 NCBA DII ANNUAL DUES INVOICE</h2>	
Team Name: _____	
Annual Dues 2013-14 Baseball Season:	\$1,500.00
Total:	\$1,500.00
Payment Due no later than: 02/28/14	
<p>* If you would like to pay via a credit card, please fill out the bottom portion and fax back to the NCBA office. Unfortunately, we must pass on a 3% Surcharge. Total due would be \$1,545.</p>	
Please make checks payable to: NCBA	To pay by Credit Card: Credit Card #: _____ Credit Card Type (Visa, MC): _____ Billing Street Address #: _____ Billing Zip Code: _____ Expiration Date: _____
Please send payment & Invoice to: NCBA 850 Ridge Avenue Suite 301 Pittsburgh, PA 15212 Fax to: (412) 321-4088	Name on Credit Card: _____ Signature of Cardholder: _____
<hr style="width: 80%; margin: 0 auto;"/> <small>© 2000 National Club Baseball Association</small>	



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APPENDIX C-23: NCBA GENERAL LIABILITY INSURANCE CERTIFICATE

ACORD		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 8/05/13	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>							
PRODUCER K & K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, In 46801		CONTACT NAME: SPORTS PHONE (AG, No. Ext): 800-441-3994 FAX (AG, No): 260-459-5120 E-MAIL ADDRESS: KK.SPORTS@KANDKINSURANCE.COM		INSURER(S) AFFORDING COVERAGE INSURER A: NATIONAL CASUALTY COMPANY NAIC # 11991 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:			
INSURED NATIONAL FEDERATION OF COLLEGIATE D/B/A COLLECLUBSPORTS, NCBA, NCSA, NCFA, CLUB SPORTS, LLC 850 RIDGE AVENUE, SUITE 301 PITTSBURGH, PA 15212							
COVERAGES		CERTIFICATE NUMBER: 1708134		REVISION NUMBER:			
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. NC=NOT COVERED</p>							
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	SUBJECT MATTER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> ONDERS & COLLEGE/COL GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOG	N	N	KK00003785900	12:01AM 8/01/13	12:01AM 8/01/14	EACH OCCURRENCE 1000000 DAMAGE TO RENTED PREMISES (Per occurrence) 300000 MED EXP (Any one person) 5000 PERSONAL & ADV INJURY 1000000 GENERAL AGGREGATE NONE PRODUCTS-COMP/OP AGG 2000000 Part Isl Liab NC COMBINED SINGLE LIMIT (Per Accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						EACH OCCURRENCE AGGREGATE
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) PROOF OF INSURANCE. SEE CERTIFICATE ADDENDUM.							
CERTIFICATE HOLDER				CANCELLATION			
NATIONAL FEDERATION OF COLLEGIATE CLUB SPORTS, LLC D/B/A COLLECLUBSPORTS, NCBA, NCSA, NCFA, NCTFA, NCBRA 850 RIDGE AVENUE, SUITE 301 PITTSBURGH, PA 15212				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: 			

ACORD 25 (2010/05)

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AGENCY CUSTOMER ID: _____
 LOC # _____

CERTIFICATE: 1708134 DATE ISSUED: 8/05/13

ACORD™

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY K & K INSURANCE GROUP, INC.		NAMED INSURED NATIONAL FEDERATION OF COLLEGIATE D/B/A COLLCLUBSPORTS, NCBA, NCSA, NCFA, CLUB SPORTS, LLC 850 RIDGE AVENUE, SUITE 301 PITTSBURGH, PA 15212
POLICY NUMBER GL KKO0003785900		
CARRIER SEE ACORD 25	NAIC CODE	EFFECTIVE DATE: SEE ACORD 25

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.

FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

THE NAMED INSURED IS TO READ AS FOLLOWS:

NATIONAL FEDERATION OF COLLEGIATE CLUB SPORTS, LLC
 D/B/A COLLCLUBSPORTS, NCBA, NCSA, NCFA, NCTFA, NCBBA



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APPENDIX C-24: SAMPLE NEWSLETTER

Alumni Newsletter—March 18, 2014

PENN STATE BASEBALL CLUB TAKES SPRING BREAK TO THE WOODSHED

The 2014 Penn State Baseball Club squad went down to the Carolinas and played excellent baseball and jumped out to an early 6-0 start on the season. They played three Top 25 ranked teams and mercy-ruled those teams in four out of the six games. The games were highlighted by excellent offensive numbers by sophomore catcher Brad Gaugh and senior outfielder Ryan Albright and solid pitching performances by junior Dave Hine and junior Jon Garczynski. Gaugh and Albright exploded during the UNC-Charlotte game with three homeruns and two homeruns, respectively. Albright finished the weekend going 9-for-16 with three doubles and seven RBI and should be in the running for Player of the Week. Hine entered a tie ball game against UNC-Charlotte and allowed just one hit in 4 and 2/3 innings of work giving the Lions a chance to put Charlotte away. Garczynski pitched a 5 inning shutout of the NC State Wolfpack allowing just three hits and striking out six.

PENN STATE V. NC STATE (GAME 1)

The Lions came out to a slow start during their first steps of the season on a real field. They had been practicing hard preparing, but not being able to get outside proved to be a difficult obstacle to overcome. The PSBC went into the top of seventh inning being down 2-0 before circling the bases for a five run seventh inning showing heart and determination. Senior Jason Shirey came on to close out the inning allowing just one run and starting a 1-2-3 double play to end the game and record the save.

Final Score: 5-3 PSU

PENN STATE V. NC STATE (GAME 2)

The PSBC came prepared for the second game of the triple header and comfortably beat the Wolfpack lead by solid offensive games by junior Donnie Howard, sophomore Steve “the Pirate” Brouwers, and junior Andrew DeRosa. Each had multi-hit games and propelled the Lions offense. Senior Ryan Frankeny kept the Wolfpack at bay allowing just six hits in six innings of work. The Lions jumped ahead early in the game and never looked back as sophomore Darren Kempf closed out the seventh inning striking out two.

Final Score: 9-4 PSU

PENN STATE V. NC STATE (GAME 3)

In the third game of the triple-header the bats came to play in a 15-0 rout to close out the day. The PSBC pounded the baseball and put up large amounts of runs lead by senior Vic Evangelist and sophomore Kris Park. The offensive, however, overshadowed a superb outing by Garczynski who was making his first career start. He finished out the game allowing no runs and just three hits and earned him a start in the third game of the upcoming conference series with Pitt.

Final Score: 15-0 PSU

PENN STATE V. UNC-CHARLOTTE

After a lengthy bus ride the Lions picked up right where they left off and jumped on the 49ers with a five run first inning. Junior pitcher John “Big John Stud” Parulski had a rough start in this game and came out after giving up six runs in 2 and 1/3 innings allowing the 49ers to tie the game. However,



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Hine slammed the door in their face and paved the way for the five homerun onslaught led by Gaugh and Albright. Eleven runs and eight UNC-Charlotte strikeouts later the PSBC capped a successful weekend and headed down to Myrtle Beach for some good 'ole R&R.

Final Score- 17-6

PENN STATE V. JAMES MADISON (GAME 1)

The PSBC entered this double-header after several days on the beach and seemed to not miss its stride. The Lions spread the ball all over the field and piled up twenty runs on the Dukes to win in five innings. The offense was powered by homeruns by senior Rudy Hersh and senior Mike Mohns. The pitching was done by freshman Weston Hillegas and senior Jason Shirey who held the Dukes to only four runs.

Final Score: 20-4

PENN STATE V. JAMES MADISON (GAME 2)

The final game of Spring Break was taken in the same form all of the over games were taken, with an old-fashioned ass-whoopin'. The PSBC put up twelve runs while only allowing two runs. Albright once again led the charge with two doubles and three RBI help from sophomore Andrew Criner and Evangelist who each had a couple hits and three RBI. Kempf got the nod as starter and allowed just two runs in four innings of work while Hine came in and once again shut the door in the fifth allowing no runs and striking out two.

Final Score: 12-2

CONFERENCE PLAY BEGINS

The PSBC will be heading out to Pittsburgh this weekend to face the Panthers in a three game series starting Friday night. The Lions look to move on their way to another World Series and a hopeful World Series Championship. The games will be played at Scott Field in Robinson Township. Friday night's game will begin at 7pm while Saturday's games will start at noon and then right after that. Pitt has put together a solid team in a short amount of time and will prove to be a formidable test for the Lions. Traditionally a lost series means a lost conference and no regional berth so the team is geared up and practicing hard for the weekend. We open an invitation to all alumni in the Pittsburgh area and any who may be visiting for the holidays to come out and support the team in their quest for a championship. It looks to be an exciting series and will be a rivalry that will continue to grow throughout the years.

As always, an questions, comments or concerns do not hesitate to contact me at trr5003@psu.edu or call me at 732-735-9701

Sincerely,

Tim Ryan, *Secretary*



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APPENDIX D-1: SAMPLE PRACTICE SCHEDULE

	CATCHERS	INFELDERS	OUTFIELDERS	PITCHERS
0:00-0:20	STRETCH/THROW	STRETCH/THROW	STRETCH/THROW	STRETCH/THROW
0:20-0:30	HIT	1.5 MILES	DRILLS	LONG TOSS
0:30-0:40	1.0 MILES	1.5 MILES	DRILLS	DRILLS
0:40-1:00	BULL PEN/DRILLS	HIT	1.5 MILES	BULL PEN
1:00-1:20	BULL PEN/DRILLS	DRILLS	HIT	BULL PEN
1:20-1:30	INFIELD	INFIELD	HIT	DRILLS
1:30-1:40	INFIELD	INFIELD	TBA	HIT
1:40-1:50	CIRCUIT	TBA	CLEAN UP	CLEAN UP
1:50-2:00	TEAM BUILDING	TEAM BUILDING	TEAM BUILDING	TEAM BUILDING



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APPENDIX D-2: SAMPLE DUTY ROSTER

STARTERS

1st _____
 2nd _____
 SS _____
 3rd _____
 LF _____
 CF _____
 RF _____
 C _____
 DP _____
 Flex _____

 SP _____
 RP _____
 CP _____

BATTING ORDER

1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____
 7 _____
 8 _____
 9 _____

BENCH

3B Coach _____
 SIGNALS _____
 1B COACH _____
 RF WARM-UP _____
 SCORE BOOK _____
 PITCHING CHARTS _____

 PAST P CHARTS _____
 SIGN STEALERS _____

 EQUIP CLEAN-UP _____
 FOUL BALLS _____

 PLAYER PICK-UP _____

CATCHERS

BACK-UP _____
 BULL-PEN _____