



2019 DIVISION I
SOFTBALL
CHAMPIONSHIP

HOST OPERATIONS
2018-19 MANUAL
Preliminary Rounds

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SECTION 1 • INTRODUCTION

Section 1•1 National Committee

DIVISION I SOFTBALL COMMITTEE

EAST REGION Jenny Allard Head Softball Coach Harvard University		EAST REGION Michelle Meadows Senior Woman Administrator Longwood University	
MIDWEST REGION Sarah Baumgartner Senior Associate Athletics Director Rutgers, The State University of New Jersey, New Brunswick		MIDWEST REGION Matthew Larsen Director of Athletics North Dakota State University	
SOUTH REGION Erika Barnes Senior Woman Administrator University of Arizona		SOUTH REGION Jamie Pinkerton Head Softball Coach Iowa State University	
SOUTHEAST REGION Sandy Atkins Senior Woman Administrator Troy University		SOUTHEAST REGION Brandi Stuart SWA, Associate Athletics Director University of Central Florida	
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PRELIMINARY-ROUND FACILITIES AND GAMESMANSHIP

Starting in 2019, institutions that do not or choose not to meet the facility, crowd management and game management requirements set forth in the Division 1 Softball Pre-Championships Manual, will not be eligible to host the following year, even if they are a seeded team.

SECTION 2 • AWARDS

Section 2•1 Participant Awards

Mementos

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

Participant Medallions

MTM will send official NCAA participant medallions to the tournament manager prior to competition. When the awards arrive, the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area.

Participant medallions will be given at regional and super regional sites to the non-advancing teams. Each non-advancing team will receive 20 medallions (squad size). Teams may purchase additional awards at the link below.

Section 2•2 Ordering Additional Awards

To order awards after the championships, please go to <http://www.mtmrecognition.com/ncaa/>.

SECTION 3 • BANDS, SPIRIT SQUADS AND MASCOTS

Section 3•1 Admission

A maximum of 25 band members, including the director, 12 uniformed cheerleaders and/or pep squad members, and one costumed mascot will be admitted free of charge. Each institution's administrator should be asked to submit a typewritten list to the tournament manager and NCAA representative at the coaches meeting prior to the competition.

Section 3•2 Artificial Noisemakers

No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when the game is in progress.

Section 3•3 Designated Areas

Cheerleaders and mascots will be permitted only in their team's designated area at all times. Additionally, mascots are not permitted on the field at any time. No live animal mascots are permitted in the stadium at any time.

Section 3•4 Electronic Amplification

Bands may use electronic amplification equipment only with the specific approval of the NCAA representative.

Section 3•5 Fight Songs/Music

If a team does not have a band present, it may provide a tape of the institution's fight song to be played after each score (for 10 seconds). Alternate band and electronic music (if only one band and no team music, electronic music). Batter's "walk up" music is prohibited. The music shall be the same for all teams.

Section 3•6 Maximum Number

A maximum of 25 band members plus the director, 12 uniformed spirit squad members plus the sponsor, and one costumed mascot will be admitted free of charge. Live animal mascots are not permitted. The institution may purchase additional tickets for band members; however, no more than 25 will be permitted to play during any session.

Section 3•7 National Anthem

The national anthem shall be played just prior to the introduction of the starting lineups. The anthem shall be played before the first contest of each session.

Section 3•8 Seating

Bands should be seated in the area usually reserved for bands. Place bands in rows so as not to interfere with spectators, photographers or teams, subject to the approval of the NCAA representative.

Section 3•9 Warm-Up Tapes

No warm-up tapes are permissible. Only band(s) and electronic scoreboard music will be used. The host institution will administer the music. No batter's "walk-up" music will be played during any game.

If a team does not have a band present, it may provide a tape of the institution's fight song to be played.

SECTION 4 • BANQUET

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

SECTION 5 • COMPETITION SITE REQUIREMENTS/DIAGRAMS

Section 5•1 Athletic Training

A training room stocked with towels and other necessary equipment should be provided, and staffed with the appropriate personnel prior to and during all games and practice sessions.

Section 5•2 Competition Site Availability/Requirements

Dates

At regionals and super regional sites, the competition and practice facilities must be available from the day prior to the first date of competition until midnight of the last day of competition. Host should also be aware that competition may extend beyond the last scheduled day of competition if inclement weather delays the competition.

Regional dates: May 17-19

Super Regionals: May 23-26

Field Requirements

- Field surface. For all NCAA postseason competition, the infield must be skinned (no turf), and the outfield must be natural grass or a grass-like synthetic surface.
- Field dimensions. The distance of the outfield fences shall not exceed 235 feet. Outfield fences shall be 6 feet tall and a minimum of 190 feet in left and right fields (200 preferred). If a portable fence is used, it must be placed

at a distance of 200 feet in left and right fields, and 220 feet in center field. All portable fencing must be secured so as to prevent balls from rolling under.

Note: See Rule 2.15 for new 2018 requirements: 4-foot fence -- 210 feet in right and left fields and 230 feet in center field.

- **Backstop.** There must be a minimum of 25 feet and maximum of 30 feet from home plate to the backstop and from the baselines to the fence or dugout.
- **Bases.** While Rule 2.7 makes it permissible to stick a label on the rise of the bases, for NCAA postseason competition, only a sticker or label with NCAA branding may be used.
- **Batting cages.** If only one batting cage is available at the site, all teams will have equal time to its use prior to their game. The home team uses it first. The batting cage may be used while another game is being played as long as it does not interfere with the game in progress. If two batting cages of equal quality are available, each team will use one cage for warm-ups. (All teams have access to all equipment.)
- **Bullpens.** Two separate bullpen areas of comparable composition to the competition field (dirt is preferred) and distance from dugouts must be provided. Bullpens must be separated from the spectator access area.
 - **Pitchers.** Pitchers for the upcoming game may use the bullpen area provided it does not interfere with the game in progress and only when the bullpen area is not in use by either of the participating teams (i.e., both bullpens must be open for this opportunity to be used and the opportunity ends if either participating team desires to use the bullpen.
- **Dugouts.** Dugouts must be covered and enclosed from spectators. In the case of an "if" game, it may become necessary to change dugouts. If both teams agree, teams may stay in the previous game's dugout; however, the determination of home teams is followed, no exceptions. Only 35 people are allowed in the dugout.
- **Electronic scoreboard.** An electronic scoreboard, public address system (including backup, if possible) and press box telephone must be available.
- **Lights.** Required in order to host a preliminary round.
- **Press box.** Institutions are required to have minimally a three-sided, covered press box with internet access.
- **Tarp.** A tarp must be available for inclement weather.

Additional Facility Requirements

- **Restrooms.** Restroom facilities must be available, readily accessible and reserved exclusively for student-athletes and team personnel during the course of the game (e.g., permanent restrooms). Adequate restrooms at the facility also must be made available for the spectators. Student-athletes must have access to permanent restroom (private and team-use-only) facilities.
- **Scouting seats.** Three scouting seats per team will be reserved directly behind home plate (rows 1 or 2). Only official members of the coaching staff are permitted in the scouting seats.
- **Field stencils.** It is preferred that institutional field stencils are not within the competition field.
- **Warm-up area.** A warm-up area must be provided for the two non-playing teams. Minimally, designated restricted areas for throwing and stretching only must be provided to teams in the immediate proximity to the playing field.
- **Video review area.** To accommodate postgame review per Rule 5.9.9, for NCAA postseason competition a host shall provide an area for review (a private area as close to the field as possible) and television or institutional replay equipment may be used. Note: Institutional equipment includes video from either participating institution.
- **Videotaping.** All team camera locations will be located in the center field area and be **unmanned**. The site representative or a designee will check them periodically to ensure they are operational. The host will provide three-foot-high platforms in both right- and left-center fields approximately 20 feet from center field. If a facility cannot provide this, then the teams should be given equitable access in a similar location to videotape.

Section 5•3 Concessions

Food and beverage prices shall be no higher than similar events or primary tenants in the facility.

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas, except before games begin, between innings and between games. During competition, selling is restricted to the concourse and established selling locations. The facility is expected to be in compliance with all applicable city, state or Federal regulations concerning access and seating for disabled persons.

Section 5•4 Electrical Requirements/Lightning

In order to host preliminary rounds competition, a lighted facility is required. (Minimum lightening requirement for television is 125 foot-candles). Please visit <http://www.ncaa.com/media> for more information.

Section 5•5 Team/Locker Room Usage

Team

1. Host teams must provide equal accommodations to facilities (i.e., locker room or team room) for all teams.
2. If two locker/team rooms are available at the softball facility, the two competing teams will have full access to their assigned locker room beginning at the start of its on-field warm-ups until the completion of the game. The host institution may not access its locker room until the final game of each day is complete.
3. If only one locker/team room is available at the softball facility, no team will have access to the host institution locker room. The host institution may access its locker room only after it has completed its final game of each day.
4. Plans need to be made for inclement weather situations for all teams, which may include staying on team buses.
5. A visiting team designated as the home team during competition will be allowed access to the host team's locker/team room two hours before the game and during the game if any of the following are true: 1) there are only two locker/team rooms at the competition field; 2) the locker room/team rooms are attached to the dugouts; or 3) the visiting team is assigned to the host team's dugout based on the determination of home team formula. The visiting team will be allowed access to the host team's facilities after the last out of the previous game, during pre-game warm-ups and during the game if there are multiple games on any given day.
6. Teams will maintain possession of the locker/team room during delayed games (e.g., rain delay) until the contest has been completed. Two equitable areas must be designated for participating teams if locker rooms are not available. Plans need to be made for inclement weather situations for all teams, which may include staying on team buses.
7. At super regionals, the host institution will be permitted to use its locker/team room regardless of being designated as the home or visiting team; however, if the locker/team room is attached to the dugout designated to a visiting team, the home team must vacate the locker/team room two hours before the scheduled start of the game. Regardless of locker/team room location, the designated visiting team will bat first and occupy the first base dugout and the designated home team will bat second and occupy the third base dugout.

Umpires

A private dressing area (to accommodate both males and females) must be provided. Portable locker rooms, recreation vehicles, etc. may be used with prior approval of the softball committee; however, a tent does not fulfill this requirement. A sign reading, "NCAA Use Only" shall be posted on the official's locker rooms.

Section 5•6 NCAA Space Requirements

Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (e.g., media, player-ticket and band/spirit squad).

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

Team Personnel Entrance. An entrance, near the locker rooms, must be identified for all student-athletes and coaches.

Locker Rooms. A locker/team rooms shall be provided for each team, and two rooms for the game officials.

Security. Security personnel should be stationed at the door of each locker room/team room.

Supplies. Each locker/team room must be clean and adequately supplied with towels, toilet paper, water and ice, soft drinks (Coke products), and grease boards, markers and erasers for all practices and games. The NCAA representative will inspect the locker/team rooms prior to the first practice.

Signs. Signs should be posted to identify the teams' and officials' locker rooms. "NCAA Use Only" shall be posted on the official's locker rooms.

Media Areas. The areas used for the media workroom and the postgame interviews should be in close proximity to one another and to the locker rooms in order to facilitate the media's work and access for coaches and players. There needs to be adequate distance between the interview area and the competition facility to ensure interviews can be conducted

without interruption. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). Neither should be adjacent to the hospitality area.

Workroom. The media workroom should be equipped with an adequate DSL lines (or wireless), telephones, electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.

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

Holding Area. An area adjacent to the interview room shall be designated as a holding area for players waiting to be interviewed. It should be situated so players do not have to walk through the actual interview room to reach the holding area. Chairs and water should be provided so players are able to wait comfortably.

Access/Security. Security should be provided for the media workroom and postgame interview room to check credentials; this individual should be instructed that only credentialed individuals may enter the area. Umpires are prohibited from this area.

NCAA Committee/Games Committee Meeting Room

The room should be large enough to accommodate eight people comfortably. This area needs to be close to the competition field and not visible to the public.

Section 5•7 Parking

A parking area for the participating teams and tournament officials (i.e., key game personnel, NCAA representative and umpires) should be designated. Parking passes should be provided. For participating teams, five parking passes for those traveling via vans, three parking passes for those traveling via bus.

Section 5•8 Signage

Commercial Identification, Signage and Official Marks

Banners Inside Facility. The banners permissible inside the facility are as follows: TV Banners (2), NCAA Radio Banners (1); NCAA Banners.

NOTE: These banners may be used to cover non-permissible signage.

Covering. The NCAA requires that potential host sites of championship competition limit commercial signage in the competition area. Alcohol, tobacco, gambling and professional sport signage must be removed or covered at the host agency or institution’s coast. It is strongly encouraged that all other commercial signage be removed, covered or at a minimum, not be backlit. If the host agency or institution has contractual obligations that limit this policy, those provisions must be submitted in writing to the NCAA Division I Softball championship manager with the bid proposal.

Institutional Signage. Institutional signage does not need to be covered. Championship banners may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

Directional Signage. Directional signs should be posted in all areas used by the participants and the media.

Video Boards and Electronic Messages. If there is a video board in the facility it shall be used for all games. The atmosphere will be the same for all games whether the home team is playing or not.

No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. Permissible messages are as follows: announcements of the results from other NCAA competition; reminders that NCAA merchandise and concessions are on the sale on the concourse; or any public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming on request (preliminary rounds and finals).

Section 5•9 Tobacco

The use of tobacco products are prohibited at all championship function by any member of the official travel party, host institution staff and umpires.

Section 5•10 Videotaping

Designate a videotaping area in centerfield and make it clear to the coaches that they may only videotape their own games. Videotaping for scouting purposes is not allowed.

- Participating teams may videotape only games in which they are a participant from centerfield. If centerfield is not available, the host institution will provide an area in which all teams have equal access. Teams may videotape any game at the site of competition from the video truck if the game is being broadcast. (See Rule 5, Section 9 of the NCAA Softball Rules Book).
- Recording from the dugout is PROHIBITED during NCAA postseason play.

SECTION 6 • EQUIPMENT

Section 6•1 Game Balls

The Rawlings NC12L (.47 COR) is the official softball for the championship. Rawlings will supply balls for all championship rounds; no other softball shall be used.

Championship softballs (7 dozen per regional site; 3 dozen per super regional site) will be sent from the manufacturer directly to the attention of the tournament director. If the softballs do not arrive by 5 p.m. Central time, Wednesday prior to competition, please contact Sharon Cessna immediately at 317-917-6519, 317-966-6451 or scessna@ncaa.org.

Game balls should be available two hours prior to each game for each team. Scuffed balls should be returned to the NCAA representative prior to the teams' leaving the field.

One new game ball should be given to each team prior to the start of each game. The game ball should be returned to the umpire.

Section 6•2 Bats

Bats used in competition **MUST** appear on the NCAA Approved Softball Bat List. The bat list will be updated the second Monday of December, March, April and July at 9 a.m. Eastern time. You can access the list at www.sup.arbitersports.com. Additional lists will be posted when a manufacturer withdraws a bat model or the results of bat testing dictate assessing strikes and or removing a model.

Coaches are reminded bats are to be checked prior to every game. Please provide umpires with a current bat list and highlight the bats your team will be using during each game.

All bats to be used during the game shall be in the dugout for umpire review. No additional bats will be permitted in the dugout once the umpire review has taken place.

Bat Testing

Bat testing will be conducted daily (competition days only) during all NCAA Division I postseason rounds.

Each site **MUST** provide a WSU bat testing machine*, table, 3 chairs, and a current bat list. The bat testing areas should be close to the practice area and sheltered from the weather (sun, wind, rain). If an indoor facility is in close proximity to the practice area, that is preferred. If not, a tent should be provided if an outdoor covered area is not available.

Hosts will be required to provide a WSU bat testing machines. If a host does not have access to a WSU bat testing machine, contact Sharon Cessna (scessna@ncaa.org) if selected to host.

SECTION 7 • LODGING

Section 7•1 Contracts

Hotels shall be full service, in close proximity to the competition facility and at a rate not to exceed \$185 per room per night. (Travel to the competition facility shall be less than 30 minutes with traffic.)

Hosts are required to secure for the following rooms prior to submitting a bid.

- Regional: Three teams, one NCAA Representative and four umpires and one UIC. Visiting teams should stay in 3 separate hotels.
- Super regionals: One team, one NCAA Representative and four umpires.

Monday following selections and regional competition, the tournament director should be prepared to notify each team of their lodging arrangements. Each visiting institution is responsible for contacting the hotel they have been assigned to arrange for payment and to supply a rooming list.

Section 7•2 NCAA Representative/Umpires Hotel

The umpires and the NCAA representative should not be housed in the same hotel as a participating team.

NCAA Committee Representative. The committee will appoint one NCAA representative. If he/she does not live in the immediate area, you must make a reservation for him/her at a nearby hotel and arrange to have charges direct billed to your institution (room and tax only), to be reimbursed via your financial report.

Umpires. Rooms should be tentatively reserved for each umpire that is not from the immediate area beginning the day before the first scheduled game through the evening of the last scheduled game.

The tournament director will be notified the Monday before the regional and super regional, of the umpires assigned to their site. The tournament director will notify each umpire of his or her lodging arrangements and where and when the umpires' meeting is scheduled.

- Regional: Five umpires and a non-working UIC (may not need a room)
- Super regional: Four umpires

Section 7•3 Team Hotel

Rates. Reasonable room rates (not to exceed \$185 per room per night) should be secured for teams, NCAA committee representative and umpires. All accommodations should be within 30 minutes of the competition site (with traffic) and teams shall be in separate hotels.

Teams are obligated to stay at the host designated hotel. If an institution does not wish to stay at the designated hotel, or does not wish to use all 18 rooms reserved for the team, The team must contact the hotel by 2 p.m. (local time of host) the Monday prior to the start of competition and obtain a written release of the reserved rooms (any unused rooms) from the hotel management or utilize the rooms for persons accompanying the official traveling party. Failure to do so will result in the cost of the rooms being taken out of the institution's per diem.

Number of Rooms. Rooms must be tentatively reserved for each visiting team beginning the day before practice and checking out the day following competition. Eighteen rooms for the official traveling party (28) of the competing teams and officials will be reserved by the host institution.

Note: Some teams may arrive two days prior to competition; although you are not obligated to provide lodging for the additional night please assists teams in extending their stay if necessary.

SECTION 8 • GAME MANAGEMENT

Section 8•1 Administrative Meeting

This meeting must be conducted late on the day prior to competition and will be chaired by the NCAA representative. The purpose of this meeting is to review policies and procedures governing the conduct of the championship. The head coach, sports information director and an administrator (defined as the athletics director, senior woman administrator, or his/her designated full-time staff member of the institution) are required to attend this meeting. This definition would allow a sports information director or trainer, if properly designated, but not a member of the coaching staff, to fulfill this requirement. A fine will be assessed for any institution that does not have an administrator present. It is recommended, at a minimum, the non-working umpire in chief attends. See the appendixes for a sample agenda.

Section 8•2 Competition Times

Game Times. Game times must be set two and one half hours apart. Tournament directors should be prepared to notify participating institutions of games times on the Monday prior to the regional and super regional. Games times must be approved by the NCAA committee representative based on what was outlined when the bid materials were submitted, prior to being announced. There will be NO game times changed after the bracket is announced (except for television). See appendixes for further information (game times may be adjusted for television).

- Regional: Games may be scheduled on Friday and Sunday Noon to 8:30 p.m. local time and Saturday, 10 a.m. to 8:30 p.m. local time. (Regional competition will be conducted Thursday-Saturday for those regionals with a team that has a no competition on Sunday policy. (Thursday games may be scheduled Noon to 8:30 p.m. local time.)
- Super regionals: Games may be scheduled between Noon and 9 p.m. local time. All super regionals are televised by ESPN who will set the game times. Games for super regionals may be Thursday-Saturday; or Friday-Sunday.
- If the regular-game schedule needs to be altered due to weather or unforeseen circumstances, the following guidelines shall be used prior to the NCAA representative informs the teams:

****Contact Sharon Cessna at 317-917-6519, 317-966-6451 or scessna@ncaa.org to confirm any changes to the schedule prior to communicating changes with the teams.**

- No more than three games by any one team will be scheduled in one day.
- If possible, games will not be scheduled to begin prior to 9 a.m. or after 11 pm.
- Per NCAA Bylaw 31.1.1.4.4, games may only be scheduled to begin prior to noon Sunday if weather is an issue.
- If regional competition cannot be completed Sunday, the last time to start a regional championship game (i.e., Games 6 and "if" 7) to complete the regional finals is the Monday immediately preceding the super regional at 11 p.m.
- If super regional competition cannot be completed Sunday, the last time to start a regional championship game (i.e., Games 3) to complete the super regional finals is the Monday immediately preceding the Women's College World Series at 11 p.m.
- If play is suspended prior to the completion of the regional and super regional and competition ceases, teams will be advanced per the formula (see the rain delay advancement formula; length and schedule of games) in the Pre Championship Manual.
- If the game schedule cannot be adhered to, time must be permitted for field maintenance and warm-up periods for both teams prior to the start of the next scheduled game. There should be no less than 45 minutes between games. The grounds crew should be allowed 15 minutes, and five minutes for line drills and four minutes for team introductions. See appendixes for sample timing sheets.

Game Format

For all four-team regional competitions, Games 1 and 2 will be played on the first day; Games 3, 4 and 5 will be played on the second day; Games 6 and 7 (if necessary), will be played on the third day.

The procedure below will be observed (Games follow in chronological order. No exceptions to game order will be permitted.):

- Day 1: Game 1 – No. 2 vs. No. 3
 Game 2 – No. 1 vs. No. 4
- Day 2: Game 3 – Winner Game 1 vs. Winner Game 2
 Game 4 – Loser Game 1 vs. Loser Game 2
 Game 5 – Winner Game 4 vs. Loser Game 3
- Day 3: Game 6 – Winner Game 3 vs. Winner Game 5
 Game 7 – Winner Game 6 vs. Loser Game 6 (if necessary)

In all two-team super regional tournaments, Game 1 will be played on the first day; Game 2 will be played on the second day and game 3 (if necessary) on the third day. Competition should be completed no later than the Sunday before the Women's College World Series. [Exceptions (i.e., weather or television) may preclude the completion of competition by Sunday.]

The procedure below will be observed:

- Day 1: Game 1
- Day 2: Game 2
- Day 3: Game 3 (if necessary)

Section 8•3 Evaluations

All evaluations will be completed online. The NCAA research department will email all participants, site representatives, officials and tournament directors for feedback on the championship experience.

Section 8•4 Games Committee

The NCAA representative will serve as chair of the committee, which also involves the other members of the games committee [tournament director, sports information director, head trainer (or designee), athletics director (or designee) of the host institution, umpire in chief, and others as needed—grounds crew chief, parking supervisor and security]. The NCAA representative at each site will actively supervise the conduct of each championship session. The games committee will be convened regarding issues, and may add additional personnel, if necessary for the decisions-making process.

Section 8•5 Hospitality

Player/Team. If a players' hospitality is provided, the area should be stocked with healthy snacks served at the appropriate time of day during the competition. Food served in the hospitality area is not designed to replace a team meal. Alcohol must not be available for consumption at the competition site.

Umpires. Refreshments will be provided in the umpire's locker room. For those days with more than two scheduled games, some type of food must be provided (a variety of food is desired).

Media Hospitality. An area should be set up at the site for the media to include soft drinks and a snack. This area must be separate from the players and umpires.

Section 8•6 Medical Procedures

Each scheduled practice and contest requires (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) planned access to a physician for prompt medical evaluation of the situation, when warranted; (c) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; (d) access to a working telephone or other telecommunications device; and (e) a thorough understanding by all parties, including the leadership of the visiting

teams, of the personnel and procedures associated with the emergency-care plan. The host institution must provide standard procedures and equipment for handling injuries involving blood.

Concussions

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

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

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions."

Section 8•7 Participant Information

The tournament director must provide a participant manual for visiting teams on the institution's web site and provide the manual to the NCAA to post on the NCAA web site. The manual must include a list of equipment available to all teams (i.e., screens, pitching machines, etc.) as well as a list of off-campus and/or rainy-day/indoor facilities.

The participant manual shall be posted no later than the Tuesday before regionals and the Tuesday before for super regionals.

A participant manual template can be found on the NCAA Web site. Hosts must use this template for consistency and accuracy. A participant manual must accompany a bid for regional competition.

Section 8•8 Personnel

The tournament director is responsible for recruiting personnel to assist with performing hosting duties. The personnel may vary depending on the facility and the institution.

Key Institutional Personnel

In addition to the tournament director, the SID and athletics trainer play key roles in the tournament's success. Duties should be reviewed with each person prior to the institution's notification as a tournament site.

Official Scorer. The tournament director is responsible for securing one scorer.

Game Personnel. In addition to the scorer, the following are required for each game:

- Experienced scoreboard operator.
- Public address announcer.
- Qualified statistician(s).
- Adequate number of ground crew persons who can prepare the field for practices and before, during and between games must be on-site at all times so that the game schedule can be maintained.

Facility Management. Depending on the facility, the number of people needed in each category will vary and are as follows:

- Adequate security with at least one uniformed security person
- Ticket sellers
- Ticket takers

- Ushers
- Concession workers
- NCAA merchandise sellers
- Clean-up crew

Head Trainer. Arrange for a physician to be on call for all games and practices. The head trainer should be able to explain the medical procedures at the coaches' meeting, noting training room hours and services. Plan for a trainer to be at every practice.

Arrange for medical supplies, towels, water and ice for all practices and games. Provide transportation to field if training room is not on site. If the training room is not located at the competition facility a temporary training room should be set up at the competition facility.

Section 8•9 Playing Rules

All rounds of the 2018 NCAA Division I Women's I Softball Championship will follow the [2018 and 2019 NCAA Women's Softball Rules and Interpretations](#).

Section 8•10 Practice

Equipment. Screens and chalk should be available for teams upon arrival on the practice fields. If possible, a groundskeeper should be present when the team arrives to assist with any immediate needs. Two dozen practice balls in buckets, two hitting tees and at least one protective screen should be available in each cage. If pitching machines are provided, they must have pitching machine balls available.

Practice Times. Practice times should be assigned in accordance with first-day competition schedule. Team practices on the competition field will be at least one hour; however, practice sessions may be longer as long as the length is equal for all participating teams. A 10-minute transition time between practice times should be built into the schedule. Changes in practice times due to travel schedule conflicts should be managed by the host institution and approved by the NCAA representative. Note: A team may not arrive at a site a day early due to its practice time (see NCAA reimbursement policies).

Open Practices. Practices are open to the general public and media the day prior to the start of the first game. Representatives of other participating institution's official traveling party may not attend.

Section 8•11 Pregame Protocol

Batting Cages. If only one batting cage is available at the site, both teams will have equal time to its use prior to their game. The home team uses it first. The batting cage may be used while another game is being played as long as it does not interfere with the game in progress. If two batting cages of equal quality are available, each team will use one cage for warm-ups.

Pre-game Protocol. If a practice field is available, teams may warm-up on the practice field (equal amount of time for each team). Each team is allowed five minutes for its individual line drills/warm-up practice on the competition field and will complete line drills on the field at the same time: home team along the baseline between third and second and the visiting team along the baseline between first and second. (See pregame timing sheet.)

After both teams have completed use of the batting cages and warm-up areas (use of those facilities is established by the tournament director), it is permissible to move onto the game-field area for warm-up under the following conditions:

- The preceding game has ended and both participating teams have cleared the field and dugout area.
- Team equipment is stored in the dugout or along the outfield fence so the grounds crew may water the entire infield area (including foul territory).
- Warm-up before the designated pregame protocol (30 minutes before game) is limited to the outfield area nearest the team's dugout until the infield crew has left the field.
- If time remains after the grounds crew has completed its work, and prior to the start of the designated 30-minute pregame protocol, a team may field groundballs on the dirt in foul territory behind first or third base in the outfield.

Pitchers. Pitchers for the upcoming game may use the bullpen area while a game is in progress only when the bullpen area is not in use by either of the participating teams (i.e., both bullpens must be open for this opportunity to be used and the opportunity ends if either participating team desires to use a bullpen).

Camera Protocol. All team camera locations will be in center field, and they will be unmanned and checked periodically by the site representative or a designee to be sure they are operational.

- **Right View Pro Cameras or Similar Electronic Devices.** The cameras must be covered during competition.

Section 8•12 Results

All host sites should use the NCAA box score forms available online. At the end of the championship, an electronic copy of each box score form for all regional competition must be sent to Bonnie Johnson at the NCAA national office. These results should be sent immediately following the competition.

Section 8•13 Travel Party/Squad Size

Transportation expenses will be provided for an official traveling party of 28 persons.

Reimbursable Ground Transportation. For team championships, if the institution is located more than 50 round trip miles from the site of competition or the departure airport, or if the arrival airport is located more than 50 round trip miles from the site of competition, the institution is eligible for reimbursement of ground transportation costs. The NCAA will not reimburse actual costs for ground transportation. Instead, a flat rate will be given to all eligible institutions. This amount may vary by championship, so please refer to the NCAA travel policies for specific details. The travel policies can be found at: <http://www.ncaa.org/championships/travel/championships-travel-information>.

Squad Size/Dugout Size

Each team is limited to 20 eligible players in uniform and an official traveling party of 28, including one sports information director.

After a regional or super regional has begun, no changes may be made in a team roster for any reason. This procedure also will be followed at the finals, although the same players need not be designated for preliminary rounds and finals competition.

Dugout size. The number of individuals in the dugout shall not exceed 35.

An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition. There will be no inordinate delay of the contest to allow a competing institution to conform to the rule.

NCAA postseason policies for additional student-athletes traveling with teams:

- Up to five per team.
- May be in the dugout if within the 35 limit (they are expected to conduct themselves with the quality and behavior deserving a championship event and shall abide by all policies and procedures and will be removed if noncompliant).
- May NOT be in uniform or uniform jersey.
- Must be in institution-issued team apparel that is compliant with the logo policy (shorts, warmup, practice or travel shirts...NO JEANS or CUTOFFS).
- May not participate in any softball-related activities on the competition field (may keep stats while in the dugout).

Section 8•14 Video Board

No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale on the concourse; or any public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming upon request (preliminary rounds and finals).

The video board may display the speed of the pitch provided it does so for every game played during the regional and/or super regional.

Section 8•15 Webcasting

The softball committee requires all preliminary round sites webcast all competition not televised. (All games, not just those in which the home team participates.)

The NCAA encourages all hosting institutions to provide live stat/webcasting capabilities through NCAA.com. As a host SID, you will be contacted by NCAA.com personnel to verify connections and feeds prior to any round you are hosting. If you are planning to do either of these, you must do all games at your site and not just your own team.

SECTION 9 MEDIA SERVICES/CREDENTIALS

Section 9•1 Credentials

Regionals and Super Regionals

The NCAA will provide credentials for the regional and super regional competition. Conditions placed on the use of a credential shall be printed on the back of each credential. The use of any other credential or entry badge is prohibited, except for NCAA sports sciences personnel, concession workers, ushers, security officers or ticket takers. Credentials are not transferable.

Bench size/Credentials. The number of personnel permitted in the dugouts during postseason competition is 35. The following credentials will be distributed at the administrative meeting: 30 participant credentials, one media credential for the sports information director, two all-access credentials for institutional administrators and five to be used at the institution's discretion (total of 38 credentials). Only the personnel with the appropriate credential will be permitted in credential-required areas (e.g., team warm-up areas, locker/team rooms, etc.). The squad size and official travel party will remain at 20 and 28 respectively.

Gambling. NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of "tout sheets" or "tip sheets," or other advertising designed to encourage gambling on college sports events. Institutions hosting National Collegiate Championships competition are subject to the Association's enforcement procedures if the media coordinator disregards this policy.

Issuance of Credentials

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

Conference Offices. Two all-access credentials may be issued to full-time members of the host institution's conference office and to each conference office that has a team participating at the site. Staff members from other conferences shall not receive credentials unless they are serving in a working capacity for the host.

Credentials List. During the administrative meeting, the media coordinator must submit a listing of all individuals receiving credentials to the committee representative.

Drug-Testing Team. In the event of drug testing, plastic credential badges will be issued for the drug-testing team by The Center staff. A minimum of 10 non-media seats shall be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament manager at each site by the national office staff.

Official Travel Party. The official traveling party for the championship is 28. However, 38 credentials will be provided to each team: 35 credentials for dugout access, one all-access credential for the institution's SID, and two all-access passes to the institution's administration). Any additional individuals (excluding spirit squad, mascots and band members) must purchase a ticket from the institution's allocation.

Participant Media. Media credentials shall be issued according to the press criteria printed in the Pre-Championship Manual.

Personnel. Each host SID is responsible for organizing workers to assist in the press operation of the championship. The number of workers will depend on the media demand for the games at the site. Communication with the media coordinator and the SID's knowledge of the area media will help with advance planning. Such duties as press runners, quote takers,

stat crews, copy machine personnel, fax machine operators, etc., should all be coordinated with the tournament manager and media coordinator.

Printing

The NCAA will distribute credential boards, print photography policies, news film and mini-camera policies, and the following types of credentials:

- All Access
- Media
- Photo
- Event Support

Photography

Refer to the General Administration section for the print photography policies.

Press

Refer to the General Administration section for the media criteria.

Radio Not Providing Play-by-Play

Each station or network will be limited to one credential.

Radio Providing Play-by-Play

Credentials may be provided to the number of individuals required by a station or network to originate games during the regular season. However, in no case may more than four credentials be provided for any single station/network. Broadcasts of any championship game must conform to the general broadcasting policies established by the Association.

For the radio agreement form, and radio and Internet policy, refer to the NCAA Broadcast Manual ([ncaa.org/media & events/broadcasting](http://ncaa.org/media&events/broadcasting)).

Television Providing Play-by-Play (if applicable)

Credentials shall be provided to the entity televising the matches and claimed in person by the producer. Please refer to the NCAA Broadcast Manual.

Volunteers

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

Section 9•2 Headquarters Hotel

The media coordinator is responsible for media arrangements at the headquarters hotel. Lodging for participating media shall be arranged by the media coordinator.

Section 9•3 Hospitality

Media hospitality is strongly encouraged, and media coordinators are responsible for coordinating media hospitality functions. Accordingly, disbursements for these items shall be guided by the budget that was originally submitted by the tournament manager and approved by the committee. Budgets cannot be changed without the prior approval of the committee.

Section 9•4 Web streaming and Live Scoring

Refer to the NCAA Broadcast Manual. All preliminary round hosts will be **required to live stream** all competitions of the championship that are not covered by an NCAA broadcast partner or television syndicator.

Section 9•5 Mini-Cams and News Film

If a game is televised, only the station that has purchased rights may film game action. Media coordinators shall designate an area near the locker rooms or interview room where video distribution facilities will be placed. For mini-cam and news film photography policies, refer to the NCAA Broadcast Manual.

Section 9•6 News Conferences

The media coordinator shall have the authority to designate and require any student-athlete to attend a postgame news conference and/or those scheduled before any round of competition in the national championship. Each participating institution shall make players available at all scheduled news conferences.

Pregame News Conference

Preliminary Rounds. Because of travel and class schedules, in-person news conferences are not required for regional and super regional competition. Instead, the host institution may conduct a telephonic news conference two days prior to the first day of competition.

Participants. Each coach and a minimum of two student-athletes are required to participate in each news conference. No more than three student-athletes should attend a news conference

Staffing. The media coordinator shall appoint a moderator for the news conference. The media coordinator must monitor the schedules closely to ensure success. The media coordinator shall identify a moderator. Individuals also shall be assigned to escort the coach and student-athletes from each team's dressing room to the interview room to ensure that all representatives arrive at each news conference at the scheduled time.

Section 9•7 Parking

Media parking is desired, but the host must make this decision. If media parking is limited, "car pools" should be encouraged to permit the greatest use of the parking area. It is the responsibility of the media coordinator to design and print parking passes, if necessary.

Section 9•8 Postgame Interviews

Postgame interviews are mandatory for the head coach and requested student-athletes.

For all games except the Championship Series game that concludes the Women's College World Series, there will be a 10-minute cooling-off period. Following the conclusion of the cooling-off period, the winning team will attend the press conference first, followed by the non-winning team. For the Championship Series game that concludes the Women's College World Series, the runner-up team will attend the press conference first, followed by the national championship team.

Only credentialed members of the media and participating institutions' administration shall attend the postgame press conference.

Uniformed security shall escort coaches and student-athletes to and from postgame press conferences and other media obligations.

Order of Appearance

After each game, the winning coach and selected student-athletes will be scheduled in the interview room first.

Assistant Coach's Interview

An assistant coach is permitted to participate in a radio interview on the head coach's behalf prior to the expiration of the cooling-off period.

Locker/Team Rooms

The locker/team rooms shall be open to the media after a 10-minute cooling-off period. The timetable for the cooling-off period begins when the respective head coaches enter the locker room immediately after the match. Unless the coach chooses to forego the cooling-off period, he or she must proceed directly to the locker room after the match, with the exception if they are requested to remain for a short interview (not to exceed four minutes) by the television network that has purchased the rights. All locker rooms for players and assistant coaches shall be open to the media for 15 minutes after the conclusion of the respective cooling-off periods. However, if the media is not interested in entering the locker room, it may be closed before the 15-minute time period expires.

Electrical Outlets

Electrical outlets will be required in the working pressroom and at center ice to assist representatives using transmission equipment requiring electricity. There shall be electrical outlets in the working pressroom.

Equipment

The host institution shall provide all the necessary equipment (microphones, mult box, adequate lighting) for the interview room.

Facility Coordinator

Host media coordinators must designate an interview room at the facility and an individual to coordinate the activities in it.

Moderator

The media coordinator shall identify a moderator for each news conference who shall keep the conference moving on schedule.

Obligation of Coach

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

Quotes

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

“Selected Media” Policy

Should a coach permit any single media agency to enter the dressing room before the cooling-off period has expired, the locker room shall be opened to all other media representatives desiring access to the area.

SECTION 10 • UMPIRES

Section 10•1 Tournament Director’s Responsibilities

The tournament director should notify all umpires of the following: (a) time and place of umpires meeting; (b) game schedule; and (c) location of and directions to the facility. The tournament director should check with umpires to see if they need hotel accommodations. If an umpire does require a hotel room, room and tax only should be direct billed to your institution. See the lodging section below for additional information.

Section 10•2 Confidentiality

Participating teams will be advised of the umpires assigned to their competitions at the administrative meeting. The site representative and the non-working umpire-in-charge will meet with the umpires (separately from the administrative meeting) to review their responsibilities and distribute the NCAA patches.

Section 10•3 Credentials

The host institution shall distribute “Event Management” credentials to the umpires.

Section 10•4 Travel/Lodging/Payment

Travel. Umpires will make arrangements through Short’s Travel Management (866-655-9215) to rent a car for transporting officials during the regional championship.

Lodging. Umpires rooms should be tentatively reserved for each umpire that is not from the immediate area beginning the day before the first scheduled game through the evening of the last scheduled game

The tournament director will be notified Tuesday before the regional and super regional, of the umpires assigned to their site. The tournament director will notify each umpire of his or her lodging arrangements and where and when the umpires' meeting is scheduled.

Regional: Four umpires and UIC

Super regional: Four umpires.

Payment. The NCAA will pay umpires and NCAA representative directly; however, may request specific arrival and departure information along with other specific information necessary to confirm payments.

Hotel expenses (room and taxes only) for the umpires and NCAA site representatives should be paid by the host; the NCAA will reimburse host institutions for these expenses. NCAA staff members will be responsible for their own hotel expenses.

Section 10•5 Meetings

Prior to the first game, an umpires meeting shall be conducted to review NCAA policies and procedures, to coordinate assignments and responsibilities, and to review rules modifications. The umpire in chief and committee representative will co-chair this meeting. See the appendixes for a sample agenda.

Section 10•6 Patches/Hats

NCAA patches and hats will be sent to each regional site from the NCAA and should be distributed to the umpires.

Section 10•7 Tickets

Umpires may purchase tickets for family and friends. Tournament managers are asked to facilitate this with the umpires.

SECTION 11 • PROGRAMS

Section 11•1 General Information

The NCAA has the exclusive right to distribute game programs at the competition site at its championships. The competition site shall sell the programs delivered to it by the NCAA at all public practices and on each day of competition. The competition site shall provide all vendors.

IMG College will be responsible for all program production, including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available without prior permission from the NCAA and IMG College. At events where digital programs are available, the host may produce a printed supplement at its own expense on the template provided by the NCAA and IMG College, with any income from the sale of this supplement kept by the host. The host should not include expenses or revenue for programs in the championship budget and/or financial report. All program and supplement content is subject to NCAA approval.

IMG College will be responsible for publishing the official game program for the championships. An IMG College representative will contact each host media coordinator. IMG College will contract with a representative in each host city to sell local advertising and will contact the tournament manager for references.

In addition, IMG College will:

- Send NCAA advertising guidelines as needed.
- Contact the appropriate sports information director to obtain the required team information.
- Handle vending and distribution of the programs. An IMG College representative will contact the host with additional information.

For specific sport information, please refer to the sport-specific programs section.

LOC Pages

The host will be contacted by an IMG College representative regarding pages in the championship program. The host may select between the following three topics: host institution(s)/conference, host city or competition site. IMG College will provide a deadline and the word count and specs for text and photos. IMG College will contact individuals who are listed on the host's online key contacts form.

Section 11•2 Digital Programs

Many NCAA championships have adopted digital game programs that can be viewed online or downloaded to a consumer's mobile device. IMG College will be responsible for all digital program production including layout and design, advertising, and digital distribution channels prior to and during the championship.

Digital programs will be available for download prior to the championship at NCAA.com.

Once championship sites are selected, the NCAA will notify each host whether IMG will be providing a printed game program or digital game program.

Questions can be directed at Levida Maxwell (lmaxwell@ncaa.org; 317-917-6356).

Souvenir Programs

After each championship, IMG will update the early round digital program for all final round participating schools, update the digital program cover with an appropriate image and include a championship recap page with text provided by the NCAA. IMG will establish an on-demand printing option and provide this option to any student-athlete or fan ordering this feature through NCAA.com.

Section 11•3 Printed Programs

Complimentary Programs

At final sites where printed championship game programs are distributed, each participant shall receive a complimentary championship program. One complimentary championship program will be provided to each participating team at the preliminary-round sites.

Media. An allotment of game programs will be made available for the media, if printed programs are distributed

Receipts

Program receipts should not be included with the championship income. This revenue should be sent immediately after the competition to Operations Manager, IMG College (546 East Main Street, Lexington, Kentucky 40508; 859/226-4556).

SECTION 12 • TICKETS

Section 12•1 Complimentary Tickets Policy

Complimentary tickets are not permissible at NCAA championships.

Section 12•2 Team Tickets

At regionals, each participating institution is guaranteed a minimum of 75 premium seats (behind the team dugout) and an additional 25 tickets elsewhere in the stadium for the participating teams' fans, . At super regionals, a minimum of 100 premium seats (behind the team dugout) must be held for each teams' fans. The host institution must contact each participating institution with instructions for purchasing and obtaining the tickets. Participating institutions must advise the host institution, by 5 p.m. local time the Tuesday preceding the first scheduled competition, of the total number of tickets to be purchased. After that time, the participating institutions may not return any portion of their allocation and are responsible for full payment of the number requested.

Section 12•3 Player Guest Tickets

Participating institutions may purchase tickets for their student-athletes in accordance with the regulations specified in Bylaw 16.2. A pass gate should be established at the stadium to administer the players' tickets. A designated individual from each participating institution will be responsible for submitting the names of the individuals who will use those tickets to the tournament manager (or his or her designee). Individuals using those tickets will proceed through the pass gate to a nearby area with a table or booth, where they will be identified by the appropriate institution's designee, given a ticket stub and directed to their seats.

Section 12•4 Printing Tickets

The host institution is responsible for printing and distributing tickets.

The NCAA's standard ticket back language should be placed on the back of the ticket stub, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for the patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

Section 12•5 Ticket Allocations

- Hosts are required to provide each team 75 premium tickets behind team dugouts and up to an additional 25 tickets elsewhere in the stadium. Hosts may hold tickets for teams until the team confirms the number of tickets to be used not later than Tuesday before the first scheduled competition by 5 p.m. local time.
- Host institution may choose to purchase tickets for students; however, the institution is financially responsible for those tickets. Tickets may not be charged to the championship budget.

Section 12•6 Ticket Pricing/Sales

Ticket prices may be scaled according to seat location, but the minimum prices below for the regionals and super regionals will prevail. Any deviation from the minimum ticket price, if less than what is listed, must be approved in advance by the NCAA.

Regional and Super Regional Tournaments

	Reserved	General Admission	Student/Sr. Citizen Special Groups	Children 1 and Under
Single Session	\$10	\$7	\$5	Free
All Tournament	\$25	\$20	\$15	Free

SECTION 13 • TRANSPORTATION

If a team requires local transportation, it must use Go Ground, the NCAA bus transportation provider who can provide assistance for teams. For more information, please go to <http://www.ncaa.org/championships/travel/championships-travel-information>.

If a team choose not to use Go Ground, the host institution is urged to assist the team in arranging local transportation (i.e., reserve team buses in advance or provide names and telephone numbers of companies that could be contacted).

SECTION 14 • CHAMPIONSHIPS MARKETING

Section 14•1 Contacts

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

Section 14•2 Expectations

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

Section 14•3 Marketing Plan

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championship Marketing contact. All marketing plans, marketing budgets and collateral must be approved by the Championship Marketing contact prior to implementation. A marketing plan template and best practices may be found in Appendix E and F.

Section 14•4 Marketing Collateral

NCAA Championships Online Marketing Website

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

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

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username, password and specific marketing budget allocated for the championship you are hosting. **The reimbursement amount is separate from the marketing/promotions budget allocated by host institutions through the championship bid process.** Please contact us at ncaachampspromotions@ncaa.org if you are unable to locate this information.

Customizable artwork templates available on the marketing website include:

- Poster
- Flyer
- Print Ad
- Email blast
- Banner
- Web Banner
- Billboard
- Table Tent

If you have needs for artwork outside of what is available on the NCAA Championships Online Marketing Website, you may contact Sean Ward (sward@ncaa.org) for assistance.

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

Collateral should not be created outside of the NCAA Championship marketing online resource unless directly provided by the NCAA Championships Marketing contact.

Section 14•5 Social Media Guidelines

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

Section 14•6 Applicable Marketing Bylaws

NCAA DIVISION I BYLAWS - PERTAINING TO NCAA CHAMPIONSHIP PROMOTIONS

12.5.1.1.1 Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, and local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. *(Adopted: 8/7/03)*

See additional information in NCAA bylaws 12 and 13 regarding marketing.

Section 14•7 Additional Marketing Considerations

All Championship Marketing efforts must adhere to the guidelines established in the NCAA Host Operations Manual. The following sections should be referenced and followed when formulating and implementing the championship marketing plan.

- Local contributor guidelines.
- NCAA Licensing Info (ordering, licensee list, guidelines, etc.).
- National Governing Body/coaching association guidelines.
- Premiums guidelines.

APPENDIX A • ADMINISTRATIVE MEETING AGENDA

1. Welcome and introductions.
2. Team administration.
 - a. Official squad size (20 players in uniform); number of individuals allowed in dugout 35 in dugout (36 if host provides bat handler).
 - b. Credentials (35 total).
 - c. Uniform and logo policies.
 - d. Misconduct statement.
 - e. Bat testing protocol.
 - f. Banners and artificial noisemaker policy.
 - g. Bands and mascots.
 - h. Drug testing.
 - i. Evaluations.
3. Facilities.
 - a. Diagram of facility.
 - b. Participating team entrance.
 - c. Locker/team room procedures.
 - d. Scouting seats.
 - e. Parking procedures.
 - f. Team fans seating areas.
4. Game administration.
 - a. Game schedule.
 - b. Pre-game format/timing sheets.
 - c. Team lineups.
 - d. Determination of home team procedures.
 - e. Team introductions.
 - f. Videotaping procedures.
 - g. Rain delay procedures.

5. Media/sports information.
 - a. Review postgame format/press conference procedures.
 - b. Statistics – distribution and availability.
 - c. Timing sheets in dugouts.
6. Sports medicine.
 - a. Review medical procedures.
 - (1) Hours of operation.
 - (2) Access of equipment and modality.
 - b. Review availability of trainers and training facilities and physicians.
 - c. Transportation to/from playing field from training room; if needed.
 - d. After hours protocol.
 - (1) Contact information.
 - (2) Hospitals/medical centers.
 - (3) Physicians.
7. Umpires.
 - a. Announce umpire when teams arrive for practice/warm-up prior to game..
 - b. Review ground rules, if applicable.
 - c. Protest procedures.
 - d. Evaluations.

APPENDIX B • UMPIRES' MEETING AGENDA

1. The umpire-in-chief will chair this meeting and review the following:
 - a. Schedule of events. Umpires must be at competition site at least 45 minutes before starting time.
 - b. Umpires' uniforms.
 - c. Ground rules.
 - d. Procedures for assigning umpires.
 - e. Determination of home team.
 - f. Protest procedures.
 - g. Team lineups become official when given to the umpire.
 - h. No fraternizing with coaches or student-athletes.
 - i. Cover photography and on-field policies.
2. The tournament director will perform the following duties.
 - a. Review umpires' payment procedures (fees, travel and per diem – ArbiterPay) and hotel (host).
 - b. Distribute credentials and explain parking and access to facility. Provide facility diagram.
 - c. Identify umpire lounge area and refreshment arrangements.

NCAA CHAMPIONSHIPS SEVERE WEATHER POLICY FOR TERMINATING PLAY

- The NCAA representative or designee at the site of competition should make contact with the local weather bureau and obtain a telephone number to contact the weather bureau in the event of severe weather. It is imperative that those involved in the administration of NCAA championship events adhere to the advisories and recommendations provided by the local meteorologists.
- The NCAA representative or designee should confirm the existence of the host institution or facility weather policy and determine what detection services are available.
- Appoint one individual to serve as a weather-safety person. This individual should use all resources available (i.e., local weather bureau, NCAA lightning safety guideline and electronic detection equipment, if available) to determine if play should be terminated.
- As recommended by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports and the National Severe Storms Laboratory, consideration will be given to terminating play when the lightning is eight miles away (flash-to-bang time of 30 seconds or less) or any time it appears unsafe. This is an accepted method to determine the threat of lightning in situations where other sources (such as technology and instrumentation) are not available. (Please refer to the attached memorandum that was sent to directors of athletics at all NCAA member institutions that explains the policy. In addition, a copy of the policy guideline has been attached.) Consider the number of spectators (and other factors) that must be cleared from the stadium and be sure you start the evacuation process early enough to clear everyone safely.
- If available, electronic detection devices shall be used as additional tools to determine the severity of the weather. However, information obtained from such devices shall not be used as the only source to terminate play.

Lightning Safety. Information is available on the NCAA Web site in the Sports Medicine Handbook.

APPENDIX D • PREGAME PROTOCOL

TIMING SHEET With National Anthem

vs. _____
DAY, DATE, [2:30 p.m.]
Game #1

Event	Pre-game time	Time
Gates open.	60:00	1:30 p.m.
Grounds crew field prep	30:00	2:00 pm
Line drills-home team	21:00	2:09 p.m.
Line drills-visiting team	16:00	2:14 p.m.
Umpires/coaches at home plate	11:00	2:19 p.m.
National Anthem	9:00	2:21 p.m.
Team introductions (non-starters followed by starters).	6:00	2:24 p.m.

1. Visiting team (lines up on the baseline in front of the dugout, facing dugout; first player lines up nearest home plate, with last person named lining up nearest first base).
2. Home team (lines up on the baseline in front of dugout, facing dugout; first player lines up nearest home plate, last person named lining up nearest third base).
3. Introduction of umpires (stand behind home plate).

Teams take field	2:00	2:28 p.m.
Game begins.	0:00	2:30 p.m.

TIMING SHEET
Without National Anthem

vs.

 DAY, DATE, [7:30 p.m.]
 Game #2

Event	Pre-game time	Time
Grounds crew field prep.	30:00	7:00 p.m.
Line drills-home team.	18:00	7:12 p.m.
Line drills-visiting team.	13:00	7:17 p.m.
Umpires/coaches at home plate	8:00	7:22 p.m.
Team introductions (non-starters followed by starters).	6:00	7:24 p.m.

1. Visiting team (lines up on the baseline in front of the dugout, facing dugout; first player lines up nearest home plate, with last person named lining up nearest first base).
2. Home team (lines up on the baseline in front of dugout, facing dugout; first player lines up nearest home plate, last person named lining up nearest third base).
3. Introduction of umpires (stand behind home plate).

Teams take field	2:00	7:28 p.m.
Game begins.	0:00	7:30 p.m.

APPENDIX E • MARKETING PLAN TEMPLATE

2018 NCAA® CHAMPIONSHIPS HOST MARKETING PLAN



Host Marketing Team.

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

Name	Title	Entity	Email Address	Telephone Number

Venue Information.

Venue Name: _____ Event Capacity: _____
 Ticket Telephone Number: _____ Ticket Provider: _____
 Box Office Hours: _____

Ticket Sales Information.

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

Ticket Type	All-Session Price	Single-Session Price	Other Price
Adult			
Youth			
Student			
Senior Citizen			
Group			
Family			
Other			

Ticket Sales Phases.

Determine the sales phases and corresponding start and end dates. Also, please list all collateral items needed for each sales phase.

Phase	Start Date	End Date	Collateral Needed
Phase I – Private Constituent Presale			
Phase II – Exclusive Presale			
Phase III – General Public On Sale			
Phase IV – Special Promotions			
Phase IV – Final Push			

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

<p>General demographics of your target market:</p> <ol style="list-style-type: none"> 1. 2. <p>Specific target markets:</p> <ol style="list-style-type: none"> 1. 2.
--

Marketing Plan Objectives. Outline your goals and objectives for the championship. Specifically, how do you plan to meet the ticket sales goal and key dates to meet those objectives as it relates to marketing, advertising, grass roots, social media and public relations strategy?

<p>Marketing Objectives:</p> <p>Advertising Objectives:</p> <p>Grassroots Objectives:</p> <p>Social Media Objectives:</p> <p>Public Relations Objectives:</p>

Host Institution, Venue and LOC/Community Marketing Assets. Please provide creative spec sheets if available. Please indicate all marketing assets available to promote the championship and ticket sales.

Host Institution Resources:	
List all database names and sizes:	
Website address:	
Facebook URL & Number of Fans:	
Twitter Handle & Number of Followers:	
Local Event Calendar Name & URL:	
Website banner dimensions and file format:	
Interior and Exterior Video Board dimensions and file format for stills and videos:	
Interior and Exterior LED boards available and text capacity:	
Print Publications (list publication names and provide file spec sheet or dimensions and file format):	

Other:	
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Venue Resources:	
List all database names and sizes:	
Website address:	
Facebook URL & Number of Fans:	
Twitter Handle & Number of Followers:	
Local Event Calendar Name & URL:	
Website banner dimensions and file format:	
Interior and Exterior Video Board dimensions and file format for stills and videos:	
Interior and Exterior LED boards available and text capacity:	
Print Publications (list publication names and provide file spec sheet or dimensions and file format):	
Other:	

LOC/Community Resources:	
List all database names and sizes:	
Website address:	
Facebook URL & Number of Fans:	
Twitter Handle & Number of Followers:	
Local Event Calendar Name & URL:	
Website banner dimensions and file format:	
Interior and Exterior Video Board dimensions and file format for stills and videos:	
Interior and Exterior LED boards available and text capacity:	
Print Publications (list publication names and provide file spec sheet or dimensions and file format):	
Other:	

Marketing Plan. Please outline your specific marketing plan activations, including all traditional and non-traditional marketing efforts focusing on local, regional and national (if applicable) efforts.

Marketing Activation	Details (describe activation)	Anticipated Reach
Grassroots Efforts:		
E-mail Blasts:		
Social Media:		
Cross Promotions During Events:		
Group Sales:		
Online:		
Radio:		
Print Publications:		
Outdoor:		
TV:		
Other:		

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

Month	Marketing Activation	Milestone/Goal	Target Date
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		

Thank You!

APPENDIX F • NONPREDETERMINED MARKETING PLAN



Non-Predetermined Host Information

Thank you for hosting an NCAA Championship!

In preparation for hosting, we understand there are many different critical factors and responsibilities needing to be addressed before competition begins, one of which is marketing. Understanding the many efforts which will be put forth in the days leading up to competition, we have provided a list of some marketing ideas/strategies to aid your marketing efforts in promoting the championship and increasing attendance.

We understand that not all strategies will apply to each host, so do not feel as if you have to accomplish every task on the below list. Feel free to select a few of or portions of the suggested marketing strategies to help guide your efforts.

Thank you again for efforts and best of luck hosting!

Marketing Strategies

- NCAA Online Marketing Website
 - Design creative collateral via NCAA online promotions website (www.ncaachampspromotion.com). After selections, the NCAA has provided you with a username and password for the website. The NCAA has also provided reimbursement per round for production of marketing materials of the marketing materials created.
- Season Ticket Holders
 - Provide ticket ordering information via e-blast, phone calls, etc. to your season ticketholders encouraging them to order tickets. Determine whether the tickets can be mailed, picked up at will call, or able to be printed at home as they will most likely ask the method for delivery.
- Grassroots Marketing
 - Provide posters, flyers, and/or table tents to campus dining facilities, residence halls, libraries, athletic venues, student health centers, local businesses, fitness centers, sports retail centers, athletic department sponsor businesses, etc.
- Database Communication
 - Communicate championship/ticket information via e-blasts through the various databases your marketing department possesses or has access. Examples of databases may include youth leagues, youth club teams, coaches, camp lists, boys and girls clubs, girl scouts, CYO, alumni, donors, faculty and staff, local schools (grade, middle, high school), campus students (through on-campus student rewards program if applicable), past ticket purchasers, etc.
- Traditional Media
 - Promote through traditional media methods such as print (campus and local newspapers), television, radio (potential trade through department partnerships), website, and online web banners, etc. Print advertisements as well as online web banners are available to create on the NCAA Online Marketing Website (www.ncaachampspromotion.com) along with radio and television advertisements for select hosts.
- Social Media
 - Utilize your various social media platforms to promote championship information/tickets (Facebook, Twitter, Foursquare, etc.). Potential ideas can include posting information each day to promoting the championship on your athletic Facebook page or creating contests/giveaways on Facebook/Twitter/Foursquare to promote the championship. Utilize text message alerts as well.
- Students
 - Determine a plan to encourage student attendance. Utilize any form of student rewards program you may have on campus to promote championship attendance. Promote the championship in high student traffic areas such

as campus dining halls during lunch, campus quads between classes, residence halls in the evenings, other on-campus sporting events etc. Create a student promotion in conjunction with the championship such as a student tailgate a few hours prior to competition.

Helpful Links

- NCAA Division I Softball Championship Information – www.ncaa.com/wcws
- NCAA Championship Information – www.ncaa.com
- NCAA Championships Online Promotions – www.ncaachampspromotion.com
- NCAA Logo Library – www.ncaalogos.com
- NCAA Trademarks – <http://www.ncaa.org/championships/marketing/ncaa-trademarks?division=d1>
- NCAA Licensees – http://www.ncaa.org/sites/default/files/2013-14_NCAA_Internal_External_Licensee%20List.pdf