



2019 DIVISION I
SOFTBALL
CHAMPIONSHIP

PARTICIPANT
2018-19 MANUAL

Preliminary Rounds

Contents

SECTION 1 • INTRODUCTION	4
SECTION 2 • NCAA MISSION STATEMENT	4
SECTION 3 • TOURNAMENT PERSONNEL	4
SECTION 4 • SCHEDULE OF EVENTS	5
Section 4•1 Administrative Meeting	5
Section 4•2 Practices	5
Section 4•3 Game Schedule	5
Section 4•4 Religions Conflict Policy	5
Section 4•5 Weather Policy	5
SECTION 5 • AWARDS – PARTICIPATION	6
SECTION 6 • CHAMPIONSHIP FORMAT	6
Section 6•1 Format/Order of Games	6
Section 6•2 Determination Home/Away Teams	7
Section 6•3 Protest Procedures	7
SECTION 7 • CHAMPIONSHIP OPERATIONS	7
Section 7•1 Banners and Artificial Noise Makers	8
Section 7•2 Electronic Communication	8
Section 7•3 Emergency/Evacuation Plan	8
Section 7•4 National Anthem	8
Section 7•5 Pregame Protocol	8
Section 7•6 Scouting	9
Section 7•7 Umpires	9
Section 7•8 Videotaping	9
SECTION 8 • COMPETITION SITE	10
Section 8•1 Competition Site Maps	10
Section 8•2 Facility Information	10
Section 8•3 Locker Rooms	10
Section 8•4 Parking	100
Section 8•5 Participant Entrances	100
Section 8•6 Practice Areas	100
SECTION 9 • DIRECTIONS	11
SECTION 10 • DRUG TESTING	11
Section 10•1 Athlete Notification	11
Section 10•2 Media Obligations	11
Section 10•3 Next Day Testing	111

Section 10•4 Participating Institution's Notification	111
Section 10•5 Prolonged Test	111
Section 10•6 Testing Process	12
SECTION 11 • EQUIPMENT	12
Section 11•1 Balls	12
Section 11•2 Bats/Bat Testing	122
SECTION 12 • EXPENSES/REIMBURSEMENT	13
Section 12•1 Per Diem	13
Section 12•2 Travel Expense System (TES)	13
SECTION 13 • LODGING	133
Section 13•1 Team Hotel(s)	133
SECTION 14 • MEDIA SERVICES	14
Section 14•1 Credentials (Participant, TV and Photo)	14
Section 14•2 Interview Process	14
Section 14•3 Television	15
Section 14•4 Webcasting	15
SECTION 15 • MEDICAL	15
Section 15•1 Ambulance	15
Section 15•2 Athletic Training	15
Section 15•3 Championship Medical Contacts	15
Section 15•4 Concussion Management	15
Section 15•5 Hospitals and Emergency Services	166
Section 15•6 Physicians	166
Section 15•7 X-Rays	16
SECTION 16 • PARTICIPANT EXPECTATIONS/GUIDELINES	16
Section 16•1 Ethical Behavior by Coaches	16
Section 16•2 Misconduct/Failure to Adhere to Policies and Procedures	16
Section 16•3 Sportsmanship	177
Section 16•4 Sports Wagering	177
Section 16•5 Tobacco Ban	17
SECTION 17 • SQUAD SIZE/TRAVEL PARTY	188
Section 17•1 Dugout Size	188
Section 17•2 Squad Size/Travel Party Size	188
SECTION 18 • TEAM TRAVEL/TRANSPORTATION	188
Section 18•1 Local/Ground Transportation	18
Section 18•2 Short's Travel Management	18

SECTION 19 • TICKETS	199
Section 19•1 Complimentary Tickets/Pass List(s)	199
Section 19•2 Player/Guest Tickets.....	199
Section 19•3 Prices	199
Section 19•4 Team Allocations	199
Section 19•5 Ticket Office Contact Numbers.....	19
Section 19•6 Will Call.....	19
SECTION 20 • UNIFORMS	19
Section 20•1 Uniform Color.....	19
Section 20•2 Logo Policy	20
APPENDIX A • TRAVEL PARTY ROSTER.....	21

SECTION 1 • INTRODUCTION

Congratulations on advancing to the 2019 NCAA Division I Softball Championship. The information in this manual has been compiled for your convenience and to help teams prepare for the championship.

SECTION 2 • NCAA MISSION STATEMENT

The Championships and Alliances staff strives to govern competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount. This is attained by:

Ensuring student-athletes' optimal experience.

Executing championship events reflecting appropriate quality and values to/for stakeholders – student-athletes, administrators, member institutions, coaches, fans, broadcast partners, corporate champions/partners and sport committees.

Coordinating all aspects of championships in an efficient, effective manner through common operating policies and practices, and using internal and external resources.

Integrating championships with broadcast and corporate relationships in a manner that maintains rich tradition and decorum of such events.

Assuring effective management of the business aspects of the operation.

Enhancing the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g. youth clinics, community programs, fan events, banquets, anniversaries, etc.)

SECTION 3 • TOURNAMENT PERSONNEL

Tournament Director Work: Cell: Email:	Facility Director: Work: Cell: Email:
Sports Information Contact: Work: Cell: Email:	Drug Testing: Work: Cell: Email:
Ticket Manager: Work: Fax: Email:	Marketing & Promotions Director: Work: Cell: Email:

Other: Work: Fax: Email:	Other: Work: Fax: Email:
Other: Work: Fax: Email:	Other: Work: Fax: Email:

SECTION 4 • SCHEDULE OF EVENTS

Section 4•1 Administrative Meeting

Insert information.

Section 4•2 Practices

Insert information.

Section 4•3 Game Schedule

Insert information.

Section 4•4 Religions Conflict Policy

If a participating institution has a written policy against competition on a particular day for religious reasons, it shall submit its written policy to the governing sports committee on or before September 1 of each academic year in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution.

Section 4•5 Weather Policy

SEVERE WEATHER POLICY FOR TERMINATING PLAY

The NCAA Softball Committee will make contact with the local weather bureau in the event of severe weather and will adhere to the advisories and recommendations provided by the local meteorologists. 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.

Teams will receive specific detailed information regarding the evacuation plan at the administrative meeting. If there is a threat of severe weather while in the stadium/facility, the NCAA and stadium officials will provide immediate instructions and will expect the full cooperation of everyone in your travel party. Team administrators will be the first line of communication provided time allows.

SECTION 5 • AWARDS – PARTICIPATION

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).

To order additional medallions, please go to <http://www.mtmrecognition.com/ncaa/>.

SECTION 6 • CHAMPIONSHIP FORMAT

Section 6•1 Format/Order of Games

Four-Team Regionals. The procedures outlined below shall be used in the conduct of all sixteen softball regional competitions. The regionals will be conducted for a three-day period. All regional competition should be completed no later than the Sunday prior to super regionals. [Exceptions (i.e., weather) may preclude the completion of competition by Sunday.]

If the regular game schedule is altered because of weather or unforeseen circumstances, the following guidelines may be used and teams will be informed by the NCAA representative: (1) No more than three games by any one team will be scheduled in one day; (2) If possible, games will not be scheduled to begin prior to 9 a.m. or after 11 p.m.; (3) If competition cannot be completed Sunday, the last time to start a regional championship game (i.e., Games 6 and "if" 7) to complete regional finals is the Monday immediately preceding the super regional at 11 p.m. (4) If play is suspended before games 6 and 7 and the regional competition ceases, see the rain delay advancement formula (page 17) outlined in this handbook. Prospective host institutions must submit recommended starting times for all games with the pre-bid materials for approval by the Women's Softball Committee.

Regional Competitions. The procedure listed 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 four-team regional tournaments, Game 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.

Super Regional Competition. The procedure listed below will be observed:

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

In all two-team super regional tournaments, Game 1 will be played on the first day; Games 2 on the second day and game 3 (if necessary) will be played on the third day. Competition should be completed not later than Sunday before the Women's College World Series. [Exceptions (i.e., weather or television) may preclude the completion of competition by Sunday.]

Section 6•2 Determination Home/Away Teams

For all regional and super regional competition, the home team shall occupy the third base dugout, warm-up first and select the color of the uniform jersey. The visiting team must wear a contrasting uniform jersey. The committee or its designee will resolve any conflict in the selection of uniforms. As a reminder, when teams play back-to-back games, they must be prepared to change uniforms, if necessary. By mutual agreement of the participating teams, teams playing back-to-back games may agree to stay in the same uniform color. Determination of uniform colors must be approved by the NCAA representative. Noncompliance with this policy may result in misconduct as outlined in the DI Softball Pre-championship Manual.

Regionals. The home team for the first round of regionals and super regionals will be the higher-seeded team. In subsequent games, the home team shall be determined according to the following formula:

1. The games committee shall designate as home team the institution that has been home team the fewest times (regionals and finals are considered separately).
2. If two teams have been home team an equal number of times but visiting team an unequal number of times, the team that has been the visitor most often shall be designated as home team.
3. If two teams have been both home team and visiting team an equal number of times, and if the two teams previously met, the visitor in the initial game shall be the home team in the second game.
4. If games between the same teams are back to back, the home teams shall be the visitor in the previous game regardless of the number of times either team have been home or visitors.
5. If two teams have been both home team and visiting team an equal number of times, the team that was the visitor in its preceding game shall be the home team, unless both teams were the visitor in their preceding games.
6. If the preceding formula does not prevail, the higher seeded team shall have the choice of being home team or visitors.
7. When teams play back-to-back games, they must be prepared to change uniforms and dugouts, if necessary.

Super Regionals. The home team for the first game will be the higher-seeded team. The second game will be the lower seeded team and the third game (if necessary) shall be the higher seeded team.

Section 6•3 Protest Procedures

The protest procedures are outlined in Rule 7 of the 2018 and 2019 Rules and Interpretations book.

SECTION 7 • CHAMPIONSHIP OPERATIONS

Section 7•1 Banners and Artificial Noise Makers

Atmosphere. Hosts must provide a neutral atmosphere that enhances the student-athlete experience for all participating teams (e.g., announcer, in-venue fan treatment, equitable locker rooms, access to facility and equipment).

No banners may be posted at the tournament other than the NCAA and approved media banners. Props are not allowed in dugouts during NCAA postseason play. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery.

Warm-Up Tapes. No warm-up tapes are permissible. Only band(s) and electronic scoreboard music will be used. The host institution will select and administer the music. Batter walk-up music must be generic and used for all teams.

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

Section 7•2 Electronic Communication

The policies and procedures are outlined in Rule 5.9 of the Softball 2018 and 2019 Rules and Interpretations book. There is neither electronic communication nor videotaping from the dugout.

Section 7•3 Emergency/Evacuation Plan

Teams will receive specific detailed information regarding the evacuation plan at the administrative meeting. If there is any type of emergency while in the stadium, the NCAA representative and stadium officials will provide immediate instructions and will expect the full cooperation of everyone in your travel party. Team administrators will be the first line of communication provided time allows.

Please review the plan with members of your travel parties upon receipt.

Section 7•4 National Anthem

The "Star-Spangled Banner" shall be played before each session; if there is more than one session per day, the "Star-Spangled Banner" shall be played once per day (before the first session of the day).

Section 7•5 Pregame Protocol

The NCAA Division I Softball Committee determined that although it was the intent of the committee to provide a consistent and equitable experience for all student-athletes participating in preliminary-round competition, facilities and other circumstances do not always allow for this consistency. The committee established principles for practice and pregame warm-ups which will be followed according to facility availability.

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.

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.

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).

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.

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 7•6 Scouting

The videotaping or filming of an opponent's game is not permitted. Institutions are permitted to videotape championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. The host institution shall provide a comparable location for both competing teams.

Section 7•7 Umpires

The NCAA Division I Softball Committee is responsible for the assignment of umpires to tournament sites. The NCAA Division I Softball Committee will work with the Softball Umpire Program to establish umpires at each site.

Section 7•8 Videotaping

Teams may only videotape their own games. Videotaping for scouting is above (Section 7.6).

- 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.
- Recording from the dugout is PROHIBITED during NCAA postseason play. (See Rule 5.9.3 of the NCAA Softball Rules Book).
- Mounted Cameras. See A.R. 5.9.3 of the NCAA Softball Rules Book.

SECTION 8 • COMPETITION SITE

Section 8•1 Competition Site Maps

Insert information.

Section 8•2 Facility Information

1. Outfield dimensions:
 - a. Right: [dimensions]
 - b. Center: [dimensions]
 - c. Left: [dimensions]
2. Backstop, sideline and outfield fences [type – chain link; wood]
3. Outfield composition:
4. Infield composition:
5. Concessions on site for purchase.
6. Restroom on site (permanent and portable).
7. Warm-up area [location].
8. Dugouts are covered and enclosed.
9. Bullpen areas: [location, number, etc.]
10. Batting cages: [location, number, etc.]
11. Equipment provided for practice and warm-ups.

Any other information you think would be helpful for the visiting teams.

Section 8•3 Locker Rooms

Insert information.

Section 8•4 Parking

Insert information.

Section 8•5 Participant Entrances

Insert information.

Section 8•6 Practice Areas

Insert information.

SECTION 9 • DIRECTIONS

Insert information.

SECTION 10 • DRUG TESTING

The NCAA is dedicated to fair and equitable competition throughout each round of championships and strongly supports the drug-testing program in order to safeguard the health and safety of the participating student-athletes.

Section 10•1 Athlete Notification

Team Championships

Immediately after any established NCAA cool-down period, a member of the drug-testing crew will notify student-athletes selected for drug testing. Each student-athlete will be instructed to read and sign the Team Championship Student-Athlete Notification Form. The notification form will instruct the student-athlete to report to the testing room within 60 minutes, unless otherwise directed by the crew member. An institutional representative must be present in the drug testing venue.

Section 10•2 Media Obligations

Team Championships

Each team is provided a post-game cool-down period. At the conclusion of the cool-down period, a member of the drug testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. If a selected student-athlete is scheduled to participate in any postgame news conference, he/she is required to attend the news conference first. The student-athlete will be escorted to the drug testing area after all of his/her media obligations have been fulfilled.

Section 10•3 Next Day Testing

Team Championships

If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than 10 a.m. (local time) at the original test site.

Section 10•4 Participating Institution's Notification

Team Championships

The institutional representative will be notified of drug testing no sooner than two (2) hours prior to the start of the game by the drug-testing crew chief. After the game, a member of the drug-testing crew will provide the institutional representative with the names of the selected student-athletes.

Section 10•5 Prolonged Test

If the student-athlete's team must depart the championship prior to a student-athlete completing drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incur

additional expenses because of the delay (e.g., hotel, transportation back to campus, etc.), the institution may request reimbursement from the NCAA.

Section 10•6 Testing Process

Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, he/she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

SECTION 11 • EQUIPMENT

Section 11•1 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 6 p.m. Eastern time, Wednesday before competition, please contact Sharon Cessna immediately at 317-917-6519 (office), 317-966-6451 (cell) or scessna@ncaa.org.

Scuff during practice – one dozen per team.

Game balls should be available two hours prior to each game for each team. Each team is asked to scuff game balls during practice. The balls being scuffed should not be used for hitting practice. 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 11•2 Bats/Bat Testing

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.

Bat Testing. Bat testing will be conducted on competition days only during all NCAA Division I postseason rounds. The host will provide a WSU bat testing machine.

SECTION 12 • EXPENSES/REIMBURSEMENT

Section 12•1 Per Diem

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 will also be followed at the finals, although the same players need not be designated for preliminary rounds and finals competition.

The number of individuals in the dugout shall not exceed 35 if the host institution provides bat handlers, 36 individuals will be permitted.

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 shall be no inordinate delay of the contest to allow a competing institution to conform to the rule.

Section 12•2 Travel Expense System (TES)

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>

SECTION 13 • LODGING

Section 13•1 Team Hotel(s)

Insert information.

SECTION 14 • MEDIA SERVICES

Section 14•1 Credentials (Participant, TV and Photo)

Insert information.

Section 14•2 Interview Process

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 14•3 Television

Please refer to the NCAA Broadcast Manual policies and guidelines: <http://www.ncaa.com/media>.

Section 14•4 Webcasting

Insert information.

SECTION 15 • MEDICAL

Section 15•1 Ambulance

Insert information.

Section 15•2 Athletic Training

Certified athletic trainer(s) shall be available in the athletic training facility and assist the participating institutions' sports medicine staff. Certified athletic trainer(s) shall be on site for each scheduled practice or contest. Physician(s) will be on-call or on site for all practice and game days, depending on the sport. When applicable, the host institutions shall provide specialty physicians (e.g., dermatologists, orthopedic, ophthalmologist), dentist, x-ray technicians, emergency medical technicians (EMTs) or licensed massage therapists.

Section 15•3 Championship Medical Contacts

Insert information.

Section 15•4 Concussion Management

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 15•5 Hospitals and Emergency Services

Insert information.

Section 15•6 Physicians

Insert information.

Section 15•7 X-Rays

Insert information.

SECTION 16 • PARTICIPANT EXPECTATIONS/GUIDELINES

Section 16•1 Ethical Behavior by Coaches

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact. Coaches are expected to be role models who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. Thus, it is imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

Section 16•2 Misconduct/Failure to Adhere to Policies and Procedures

Misconduct. Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

Failure to Adhere to Policies and Procedures. A governing sports committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing championships administration.

Section 16•3 Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Section 16•4 Sports Wagering

The NCAA defines sports wagering as putting something at risk- such as an entry fee or a wager- with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

Section 16•5 Tobacco Ban

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) will be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition will be disqualified for the remainder of that practice or competition.

NCAA Bylaw 17.1.9 and Rule 13.11 of the Softball 2018 and 2019 Rules and Interpretations book is also enforced during all rounds of the championship.

SECTION 17 • SQUAD SIZE/TRAVEL PARTY

Section 17•1 Dugout Size

The number of personnel permitted in the dugouts during postseason competition is 35. In addition, one (1) media credential for the sports information director and two (2) all-access credentials for institutional administrators will also be provided (total of 38 credentials). Only credentialed personnel 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.

Section 17•2 Squad Size/Travel Party 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.

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.

SECTION 18 • TEAM TRAVEL/TRANSPORTATION

Section 18•1 Local/Ground Transportation

Charter Buses.

Company – [telephone]

Local Rental Vehicles.

Company – [telephone]

Airport Rental Vehicles.

Company – [telephone]

Section 18•2 Short's Travel Management

For complete travel information and policies visit: <http://www.ncaa.org/championships/travel/championships-travel-information?division=d1>.

SECTION 19 • TICKETS

Section 19•1 Complimentary Tickets/Pass List(s)

No complimentary tickets are permitted for NCAA championship competition. Each participating team is guaranteed the right to purchase tickets.

Section 19•2 Player/Guest Tickets

Player Pass Gate. If institution's wish to purchase tickets for its players, a player complimentary entrance must be available for those individuals to be admitted to the competition.

Section 19•3 Prices

Insert information.

Section 19•4 Team Allocations

Each participating team is guaranteed a minimum of 100 tickets.

Regionals—75 premium tickets and 25 tickets elsewhere in the stadium.

Super regionals—100 premium tickets. If reserved seating is used, comparable seats must be made available to all participating institutions. The host institution must be notified of tickets that will not be used by the visiting team or additional ticket needs (by 5 p.m. local time Tuesday before competition).

Section 19•5 Ticket Office Contact Numbers

Insert information.

Section 19•6 Will Call

Insert information.

SECTION 20 • UNIFORMS

Section 20•1 Uniform Color

The home team shall select the desired uniform color first and it is the responsibility of the visiting team to wear a contrasting uniform color to the jersey of the home team. Discrepancies will be settled by the site representative in consultation with the umpire. As a reminder, when teams play back-to-back games, they must be prepared to change uniforms, if necessary. Determination of uniform colors must be approved by the NCAA representative. Noncompliance with this policy may result in "failure to follow procedures" as outlined in the NCAA Division I Manual. On the field, including the practice areas and dugout, each team is limited to eligible players in uniform

and coaches, trainers, student-athletes and managers, all of whom shall be in appropriate team colors and within the allotted bench size.

Section 20•2 Logo Policy

Reference: Bylaw 12.5.4 in the NCAA Divisions I Manual.]

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met.

- (a) Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
- (b) The student-athletes institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athletes institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

APPENDIX A • TRAVEL PARTY ROSTER

2019 NCAA DIVISION I SOFTBALL CHAMPIONSHIPS Official Travel Party (28) Additional Credentials (10)

Please email or fax this completed form to the tournament director by 5 p.m. Eastern time, Monday, May 20. In addition, please hand-carry a copy of the form to the mandatory administrative meeting. Individuals listed on this form must be an institutional representative and will be at the championship in an official capacity.

INSTITUTION: _____

1.	_____	11.	_____
2.	_____	12.	_____
3.	_____	13.	_____
4.	_____	14.	_____
5.	_____	15.	_____
6.	_____	16.	_____
7.	_____	17.	_____
8.	_____	18.	_____
9.	_____	19.	_____
10.	_____	20.	_____

COACHES:

21.	Head Coach:	_____	Cell phone:	_____
22.	Asst. Coach:	_____	Cell phone:	_____
23.	Asst. Coach:	_____	Cell phone:	_____
24.	Dir. Of Ops:	_____	Cell phone:	_____

OTHER STAFF

(must have an official championship responsibility)

25.	_____	Title:	Administrator
26.	_____	Title:	Trainer
27.	_____	Title:	SID
28.	_____	Title:	_____
29.	_____	Title:	_____
30.	_____	Title:	_____
31.	_____	Title:	_____
32.	_____	Title:	_____
33.	_____	Title:	_____

Eligible, non-participating student-athletes only (up to five)

34.	_____	Title:	Non-participating student-athlete
35.	_____	Title:	Non-participating student-athlete
36.	_____	Title:	Non-participating student-athlete
37.	_____	Title:	Non-participating student-athlete
38.	_____	Title:	Non-participating student-athlete