



2021 DIVISION I
SOFTBALL
CHAMPIONSHIP

HOST OPERATIONS
2020-21 MANUAL
Preliminary Rounds

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Section 1•1 National Committee

DIVISION I SOFTBALL COMMITTEE

EAST REGION		MIDWEST REGION	
Debbie DeJong Compliance Coordinator Stony Brook University		Keanah Ata Smith Senior Woman Administrator Western Michigan University	
MIDWEST REGION		SOUTH REGION	
Matthew Larsen Director of Athletics North Dakota State University		Sandy Atkins Senior Woman Administrator Troy University	
SOUTH REGION		SOUTH REGION	
Kelly Gatwood Assistant Commissioner for Sports Services Conference USA		Jamie Pinkerton Head Softball Coach Iowa State University	
SOUTHEAST REGION		SOUTHEAST REGION	
Michelle Meadows Director of Athletics Longwood University		Stephanie Simmons Associate Athletic Director for Life Performance University of Kentucky	
WEST REGION		WEST REGION	
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PRELIMINARY-ROUND FACILITIES AND GAMESMANSHIP

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. *Facility requirements for the 2021 championship rounds are subject to change according to the NCAA Return to Championships Guidelines.

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 <https://services.mtmrecognition.com/NCAA/>.

SECTION 3 • BANDS, SPIRIT SQUADS AND MASCOTS

***Travel party and other team personnel allowances will be limited in 2021 based on COVID-19 Return to Championships protocols.**

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

***Hosts may elect to play the anthem only before the first contest of each day in 2021 based on COVID-19 Return to Championships protocols.**

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.

***At the finals site, the celebratory banquet is suspended in 2021 based on COVID-19 Return to Championships protocols.**

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 21-23
Super Regionals: May 27-30

Field Requirements (*Refer to the NCAA Return to Championships Guidelines for additional COVID-19 requirements.)

- **Facility Enclosure and Parking:** The facility must be enclosed in order to charge admission, with a minimum seating capacity of 500 unobstructed-view seats. On-site parking must be provided for teams, tournament personnel and umpires.
- **Field dimensions.** The distance of the outfield fences shall not exceed 235 feet. Outfield fences shall be a minimum of 190 feet in left and right fields (200 feet 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 to prevent balls from rolling under. The outfield fence is required to be a minimum of four feet but highly recommended to be a minimum of six feet. Please see the 2020 and 2021 NCAA Softball Rules Book for requirements.
- **Backstop.** Backstop, sideline and outfield fences must enclose the playing field. There must be a minimum of 25 feet and a maximum of 30 feet from home plate to the backstop and from the baselines to the fence or dugout. When the backstop is wood, cement or brick, it must be padded from dugout to dugout, beginning not higher than one foot off the ground and extending to the top of the wood, cement or brick, or six feet from the ground, whichever is shorter.
- **Field Surface and Bases.** 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. It is preferred that institutional field stencils are not within the competition field. While Rule 2.4 makes it permissible to stick a label on the rise of the base, for NCAA postseason competition, only a sticker or label with NCAA branding may be used.
- **Dugouts.** Dugouts must be covered and enclosed from spectators. In the case of an "if" game, it may be necessary to change dugouts (**exception in 2021 due to COVID-19 requirements**). If both teams agree, teams may stay in the previous game's dugout; however, the determination of home team is followed, with no exceptions. No more than 35 people are allowed in the dugout (**in 2021, physical distancing must be accommodated; refer to Return to Championships Guidelines**).
- **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 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. If either participating team desires to use a bullpen, then neither bullpen may be used by teams preparing for upcoming games.)
- **Batting cages.** If only one batting cage is available at the site, all teams will have equal time in the cage prior to their game. The home team uses it first. The batting cage may be used while another game is being played if it does not interfere with the game in progress. If two batting cages of equal quality are available, each team will use one cage.
- **Warmup Area and Equipment.** Visiting teams must have equal access to an equitable, restricted warmup area with adequate space to run, stretch and throw. This area must be in immediate proximity to the playing field. Also, hosts must provide, in the participant manual, a list of equipment available to all teams (i.e., screens, pitching machines, etc.) and a list of indoor facilities.
- **Lighting.** A lighted facility is required to host preliminary rounds. The minimum lighting requirement for television is 125 foot-candles.
- **Electronic scoreboard and Press Box.** An electronic scoreboard and public address system (including back-up, if possible) must be available. Institutions are also required to have (at a minimum) a three-sided covered press box with internet and telephone access. A covered interview area must be provided, separate from spectator and hospitality areas.
- **Tarp.** All facilities must have field and bullpen tarps, which must be used appropriately for all areas in the event of inclement weather. Grounds crew must be available during all practices and games.
- **Locker Rooms.** Hosts must provide equal access, for all teams, to conveniently located, similar facilities (locker rooms or team rooms) with appropriate air conditioning/heat. The facilities will be used not only for dressing and meeting, but also as a safe space during inclement weather. Teams will maintain possession of the locker room during games delayed by weather until the contest has been completed. If locker rooms are not available, two equitable areas must be designated for participating teams (**in 2021, physical distancing must be accommodated in locker room space; refer to Return to Championships Guidelines**). Plans need to be made for all teams for inclement weather situations, which may include teams staying on buses. (See Appendix C for information regarding team/locker room assignments.)
- **Restroom Facilities.** Restroom facilities must be conveniently located to dugouts and reserved exclusively for student-athlete use during the game. If permanent restroom facilities that meet these requirements are not present, high-end temporary restrooms (flushable and running water) are acceptable if they are conveniently located, reserved exclusively for student-athlete use and cleaned regularly. It is not acceptable for student-athletes to share restroom facilities with spectators, nor should players be expected to walk great distances to reach the designated facilities.

- Athletic Training Facilities. Athletic training facilities on site must be available to all teams. The facility should be stocked with necessary equipment and staffed with appropriate personnel prior to and during all games and practices. If permanent facilities are not available, tents may be used to meet this requirement.
- Umpire Facilities. A private dressing area for umpires (both male and female) must be provided. Portable locker rooms, recreational vehicles, etc., may be used; however, a tent does not fulfill this requirement.
- Scouting seats. Three scouting seats per team shall be reserved behind home plate (rows one and two). Only official members of the coaching staff are permitted in the scouting seats. It is acceptable to provide alternate scouting seat locations if requested by the coach and the host can accommodate the request.
- Videotaping. All team cameras shall be unmanned and located in a designated area in center field. 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, teams should be given equitable access to a similar location for videotaping. Right View Pro cameras or similar electronic devices must be covered during competition. The site representative or a designee will check the cameras periodically to ensure they're operational.
Rule 5.9.1 – A team may film or videotape only contests in which it is playing, but may record (from video truck, satellite feed or airwaves, not video camera) any game that is or will be televised. Recording from the dugout is PROHIBITED during NCAA postseason play. Exception: A tournament host may stream video of all games in its tournament and is not restricted to filming and streaming video of only games in which it is a participant.
- Video review area. To accommodate postgame review per Rule 5.9.9, for NCAA postseason competition, hosts shall provide an area for review (a private area as close to the field as possible). Television or institutional replay equipment may be used. Note: Institutional equipment includes video from either participating team.

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/Lighting

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

Section 5•5 Team/Locker Room Usage

For 2021, physical distancing must be accommodated in locker room space; refer to Return to Championships Guidelines.

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 officials' locker rooms.

Section 5•6 NCAA Space Requirements

Refer to Return to Championships Guidelines for details about physical distancing and spacing 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 officials' 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. **Refer to Return to Championships Guidelines for details about the conduct of postgame interviews.**

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 cost. 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 is 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 during competition. Each team must furnish its own practice balls during regionals and super regionals.

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 Liz Turner Suscha immediately at 317-917-6189, 317-270-3318 or lsuscha@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 on the first Monday of April, July and December. You can access the list at 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 that they are responsible for legally equipping their team, and bats are to be checked before every game. Please provide umpires with a current bat list and highlight the bats your team will be using during each game, indicating the number of bats of each model that will be on the field or in the team area during the 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 on competition days (not practice days) 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. Refer to the appendix for additional details for bat testing requirements.

SECTION 7 • LODGING

For the 2021 championship, the host will be required to distribute a contract template provided by NCAA lodging partner Anthony Travel to all hotels and receive signed agreements back as part of the bid process. Signed agreements must be submitted within the bid portal with your bid submission. Hotel agreements submitted should be within 30 miles of the competition site and be priced at a fair and reasonable market room rate (at least 20% reduction from current online rate). It is strongly recommended that each hotel have its own full-service restaurant and catering capabilities. Anthony Travel will finalize all contracts once the sites have been awarded with countersignature and communication with host and hotels directly. Refer to the bid checklist for complete hotel details and requirements.

Section 7•1 Contracts

- Hosts are required to secure a minimum of 18 rooms for each visiting team at full-service properties, within 30 minutes of the competition facility and at a rate not to exceed \$185 per room per night.
- Hotel space for NCAA representatives and five umpires (plus one UIC, if necessary) is also required, preferably at a different hotel than the participating teams and at a rate not to exceed \$185 per room per night.
- ACCOMMODATIONS SHOULD NOT BE MADE AT HOTELS WITH EXTERIOR ROOM DOORS (for student-athletes or umpires) unless approved by NCAA staff.
- Team accommodations should be equitable and reserved as follows:

REGIONALS		
	4 teams	3 teams
1st choice	all teams at separate hotels	all teams at separate hotels
2nd choice	2 teams at one hotel and the other 2 teams at a separate hotel	all 3 teams at the same hotel
3rd choice	all 4 teams at the same hotel	n/a

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: Five 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 assist 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 (**for 2021, the meeting may be conducted virtually**). 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 (**for 2021, hosts should consider game times that allow for appropriate cleaning and sanitizing of events spaces in between games**). 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 Liz Turner Suscha at 317-917-6189, 317-270-3318 or lsuscha@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.

Beginning in 2021, all regional and super regional sites will also be evaluated by their site reps. To provide a positive championship experience for all participating teams, this process will serve to evaluate the fitness of each site to host in future years. Categories to be evaluated include but are not limited to practice and competition facilities, locker rooms, restrooms, tarps and grounds crew, crowd control and visiting team decorum.

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 always be on-site 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 2021 NCAA Division I Women's I Softball Championship will follow the [2020 and 2021 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. ***Practices open to the public are suspended in 2021 based on COVID-19 Return to Championships protocols.**

Section 8•11 Pregame Protocol

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.

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 Cassie Langdon 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. **For the 2021 championship, the number of individuals permitted in the team tested travel party is 33. The tested travel party limit refers to the number of individuals who may be included in the Tier 1 COVID-19 testing process at the championship site.**

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. **For the 2021 championship, the number of individuals permitted in the team tested travel party is 33 and, consequently, the dugout shall not exceed 33 versus the standard year allowance of 35. Dugout capacity may have to be reduced based on COVID-19 Return to Championships protocols; however, hosts should determine supplemental seating locations proximate to the dugout to accommodate up to 33 individuals.**

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 team tested travel party limit of 33 individuals (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. **For the 2021 championship season and due to the application of the Return to Championships protocols**, the number of personnel permitted in the dugouts during postseason competition is 33. The following credentials will be distributed at the administrative meeting or at the COVID-19 testing center: 30 participant credentials, one media credential for the sports information director, and two to be used at the institution's discretion (total of 33 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. **For the 2021 championship season**, two admission tickets may be made available 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. **For the 2021 championship season, 33** credentials will be provided to each team. 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).

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 **as long as it is managed according to the Return to Championships protocols**, 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. **For the 2021 championship, press conferences should be conducted in a virtual format according to the Return to Championships protocols.**

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 or virtual 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 participate in 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 ensure that the coach and student-athletes from each team arrive at the interview room at the scheduled time.

Section 9•7 Parking

Media parking is desired, but the host must make this decision. If media parking is limited, "carpools" 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 participate in 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 participate in 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

*** For the 2021 championship, media will not be able to access team locker room and other team spaces.**

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. **For the 2021 championship, NCAA lodging partner will include an allocation of rooms for use by umpires.**

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: Five umpires and UIC.

Super regional: Five 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 **as long as facility capacity limits allow, and umpires maintain physical distancing and masking requirements in relation to those not included in the Tier 1 testing protocols for the 2021 championship.** Tournament managers are asked to facilitate this with the umpires.

SECTION 11 • PROGRAMS

For the 2021 championship season, this championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days prior to the first day of the event. All digital programs available can be found at <http://www.ncaa.com/gameprograms>.

Content/Editorial

Learfield IMG College Responsibilities

- Responsible for all program production, including editorial content, layout and design, advertising, and printing.

Host Responsibilities

- Media contact should provide Learfield IMG College with text and photos for editorial pages about host institution/venue/city, if requested by Learfield IMG College. Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (clerrinda.queen@learfieldimgcollege.com).

Promotion

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA's Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use. If you would like this information ahead of time, please contact your NCAA administrator.

Best Practices

Below are a few best practices for promoting the championship digital program.

- Distribute the digital handout to fans.
- Create signage to direct fans to the digital program by using elements on the digital handout.
- Post the link on athletics and school-affiliated websites.
- Share the link on athletics and school-affiliated social media outlets.
- Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest.

Supplemental Handouts

At championships sites where a digital program is available, Learfield IMG College allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

- Do not include any advertisements, local sponsor logos, etc.
- Include the QR code and URL to the digital program.
- Include the NCAA Corporate Champions and Partners imagery.

Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report. All supplemental content is subject to NCAA and Learfield IMG College approval.

Digital Programs FAQ: The FAQ document is located [here](#).

Digital Flyers and Handouts: All digital flyers and handouts (with QR codes) are available now at https://ncaa.sharepoint.com/:f:/r/sites/intra_mba/mcs/MediaCoordination/Game_Programs/2020-21/Templates-Flyers-QR%20Codes?csf=1&web=1&e=UliBQK

- The digital program flyer includes information on accessing the specific digital program. Please post it near your souvenir and ticket areas as well as around the venue as needed. Should you need to produce supplemental information (including rosters, heat sheets, etc.), please use the digital template. Additionally, we ask that you promote the program on social media.
- Note: The QR code and direct link to the digital program will display last year's program until approximately 48 hours before the start of competition. For more information, please review the FAQ document.

Questions

If you have any questions, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@learfieldimgcollege.com) at Learfield IMG College.

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. **For the 2021 championship, restrictions on spectator capacity may impact the guaranteed allocation for participating institutions; hosts must share modifications to the guaranteed number with the championship manager ahead-of-time and provide an equal guarantee to all schools participating at the site.**

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

The NCAA shall pay for the rental cars for a predetermined number of game officials and the NCAA committee representative(s). The championships staff will make all arrangements directly through Short's Travel and communicate arrangements to the individuals who have been approved to rent cars.

The host institution is urged to assist each team in arranging for local transportation (i.e., reserve team buses in advance or provide names and telephone numbers of companies that could be contacted). For more information, please go to <http://www.ncaa.org/championships/travel/championships-travel-information>.

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 where the championship will be held 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 by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- 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 by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse 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 Championships Marketing contact. The marketing should reflect the host's commitment to creating an environment where all guests feel welcome and see themselves represented throughout the championship experience. All marketing plans, marketing budgets and collateral must be approved by the NCAA Championships 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 Online Marketing Website

The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The NCAA Online Marketing Website can be accessed at NCAACHampsPromotion.com.

Championship hosts should customize and download all necessary artwork to promote the championship from the website. Hosts should utilize imagery from the artwork provided, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship round you are hosting.

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 and in addition to 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 and marketing resources available on the NCAA Online Marketing Website include:

- Print
 - Poster
 - Flyer
 - Print Ad
 - Table Tent
- Digital
 - Email blast
 - Banner
 - Social Media Graphics
- Outdoor
 - Billboard
 - Banner
- Resources
 - Marketing Best Practices
 - Social Media Guidelines

If you have artwork needs and/or sizing which may not be available on the NCAA Online Marketing Website, you may submit a special request through the website. Any additional questions can be directed to ncaachampspromotions@ncaa.org.

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 Online Marketing Website. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.

*Please note, a limited number of Division I predetermined hosts will create all marketing collateral by coordinating direction with the NCAA Championship Marketing contact; they will not have access to the NCAA Online Marketing Website.

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/socialmedia for a listing of official NCAA social media accounts.

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 33 in dugout (for 2021 championship, no additional person to serve as bat handler permitted).
 - b. Credentials (33 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. Weather 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 • UMPIRE 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 contact 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	22:00	2:08 p.m.
Line drills-visiting team	17:00	2:13 p.m.
Umpires/coaches at home plate	12:00	2:18 p.m.
National Anthem	10:00	2:20 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.

SAMPLE



CHAMPIONSHIPS

**2020-21 NCAA® CHAMPIONSHIPS
HOST MARKETING AND PROMOTION PLAN**

Host Information.

Date: _____

Name: _____ Title: _____

Host Institution/Entity: _____

E-mail: _____ Phone: _____

Marketing Team Members (names, titles, contact information and role of all key contributors to your marketing efforts, including internal and external).

Name	Title	Role	Contact Information

Championship Information.

Division: I II III National Collegiate

Gender: Men's Women's Mixed Sport

Championship Date(s):

Venue Name: Event Capacity:

Ticket Sales Information.

Date tickets on sale: Total tickets sold to date:

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

	All-Session	Single Session
Adult:		
Youth:		
Student:		
Senior:		
Group:		
Family:		
Other:		

Point of Sale Opportunities. Please describe all ways fans can purchase tickets, e.g., online, telephone, box office.

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.

General demographics of your target market:

1.

2.

Specific target markets:

1.

2.

Marketing Plan Objectives. Outline your goals and objectives for the tournament. Specifically, how do you plan to meet the ticket sales goal above and key dates to meet those objectives?

Host/LOC Resources:

<u>Resources:</u>	<u>Host</u>	<u>LOC</u>	<u>Community (CVB, Chamber of Commerce, Sports Commission, etc.)</u>	<u>Venue</u>	<u>Other</u>
Database Name & Size:					
Website Address:					
Video/LED Board:					
Print Publications:					
Facebook Fans:					
Twitter Followers:					
Local Event Calendar Listings:					
Other:					

Marketing Plan. Below, please outline your specific marketing plan, including all traditional and non-traditional marketing efforts focusing on local and regional efforts.

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

Marketing Budget.

Host Marketing Budget from Bid Specs: \$\$\$\$
 NCAA Online Marketing Website Budget: \$\$\$\$
 Total Marketing Budget: \$\$\$\$

Indicate specific dollar amounts and how funds will be spent below.

Host Marketing Budget from Bid Specs Allocation:	Budgeted	Actual Cost

Online Marketing Website Budget:	Budgeted	Actual Cost
Trade (List all trade and value below):		
TOTALS	\$	\$

NCAA Resources:

- NCAA Championship Marketing Portal: www.ncaachampspromotion.com
 - Username: XXXXXX
 - Password: ncaamarketing
- Guidelines (documents provided separately):
 - Social Media
 - NCAA.com
- Prior host marketing plan (document provided separately)
- NCAA Websites
 - NCAA.com
 - NCAA.org
 - NCAA Licensees

Thank You!



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 must 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

BAT TESTING INFORMATION FOR DIVISION I COACHES

Pre-Competition Barrel Compression Testing (BCT)

General Information

1. Pre-competition BCT will be conducted daily (competition days only) at all rounds and at all sites during the NCAA Division I Softball Championship using the Washington State/LV Sports fixture.
2. Each team must have every bat that will be in a team area or on the field in the round tested during the pre-competition testing.
3. Coaches must bring a current NCAA Approved Softball Bat List (hereafter referred to as “the List”) with their bat models highlighted to the testing site and have a daily copy in their dugout during each game.
4. Bat models must exactly match those on the List; there is no limit to the number of bats a team may have tested and bats may be added between testing days.
5. Each bat that passes BCT will be marked with an appropriate sticker.
6. Bats that have not undergone BCT, and thus do not have the appropriate sticker, will not be permitted on the competition field or in team areas.

Testing Protocol

1. At each postseason site, two individuals designated by the Division I Softball Committee will conduct the BCT; most likely the NCAA representative and the Umpire-in-Chief.
2. The bat testing appointments and location will be determined by the site representative/tournament director.
3. Bats will be tested and logged in each day before competition.
4. Each team must send a representative with its bats and its annotated List to witness the testing. This representative shall assemble the bats in order as they appear on the current List, complete the log sheet with bat models and record daily test results.
5. BCT details: The bat is tested (test 1), removed from the machine, rotated 90 degrees and then tested again (test 2). If after the first two tests:
 - (1) The bat has two pass results; the bat receives the appropriate sticker and is ready to be used in competition.
 - (2) The bat has one pass results and one fail result; the bat is removed from the machine and inspected for cracks. If a crack is found, the bat will be returned to the team as noted below. If none is found, the bat will be inserted into the machine, tested the third and final time, and that result shall be final.
 - (3) The bat has two fails; the bat is surrendered to the testing team and sent to Dee at the end of the round.
6. All bats surrendered to the testing team will not be returned to the teams while on-site. Please note an exception exists for damaged (e.g., cracked, dented) bats which will be marked and may be returned to the team upon request following the team’s final game of the round.
7. Following the championships, additional testing will be conducted on the bats that failed BCT.

Post-competition Compliance Testing

General Information

1. As in the past, a sample of bats from all WCWS teams will be collected and additional bats from regionals and/or super regionals may be collected for bat compliance testing in the Sport Science Lab at Washington State University.
2. For these purposes, no more than two bats will be identified and secured from any one team at any one site for post-competition compliance testing.
3. Bats will not be collected until the season has ended for the selected team(s).
4. Bats to be tested in the lab will be selected randomly, based on performance and/or based on what is currently in the NCAA bat library.

5. Results on bats sent to the lab, whether taken post-competition or for failing BCT, will take approximately eight weeks to obtain.
6. Bats that pass lab testing will be returned; however, bats that fail in the lab will remain surrendered and will not be returned.
7. Institutions, the bat manufacturers, the NCAA Softball Rules Committee and Division I Softball Committee will receive notification of a bat model that fails in the lab.

BCT INFORMATION FOR DIVISION I SITE REPRESENTATIVES AND TOURNAMENT DIRECTORS

Materials provided by:

tournament director (host)-- table, three (3) chairs, weather protected location, testing schedule, BCT case with BCT fixture, calibration ring, stop stick, athletic tape and machine directions;
 each team-- current NCAA Approved Softball Bat List with bats highlighted, all bats, representative for logging in bats and results;
 Dee-- notebook with log sheets, envelopes with stickers separated by day, UPS form for return shipping.

BCT PROCESS

1. Verify the fixture's proper calibration each time it is set up by placing the calibration ring in the fixture and testing it for the stiffness stamped on the ring.
2. Match the model number on each bat with the model number on the latest NCAA Approved Softball Bat List. **THE NUMBERS/LETTERS MUST BE LEGIBLE AND EXACTLY MATCH...NO EXCEPTIONS.** If it does not match, disqualify the bat by applying provided white tape with team name to barrel. Disqualified bats remain with the site representative until their return is requested as the team departs. Record the disqualified bat(s) on the team's log sheet as illegal.
3. If listed, test the bat by placing it in the BCT fixture until the endcap touches the stop stick; place the calibration ring under the handle so the bat is level and square to the fixture for testing. With the lever hanging down, preload the gauge to 500 psi by twisting the gauge then lift the lever. Mentally note the pass/fail result.
4. Bats are considered to pass when the BCT pressure gauge reads 1550psi or higher unless the bat being tested is noted on the NCAA Approved Softball Bat List as an exception having a lower threshold (noted by asterisks).
5. Release the pressure and rotate bat 90 degrees and retest. Mentally note the pass/fail result.
6. If both results are the same, that result is final.
7. If the results differ, inspect the bat for cracks. If found, circle the crack using the provided Sharpie and use the tape to identify the team. The bat is surrendered but may be recovered as the team leaves the site at the end of the regional, super-regional or WCWS. If no crack is found, test the bat a third time to determine the final result.
8. For bats that pass, place the appropriate sticker on the taper of the bat nearest the grip, preferably on top of previous stickers. If the bat has a grit blast finish that is rough, the sticker may be placed on the bottom of the grip nearest the taper. **NOTE: STICKERS ARE SPECIFIC TO EACH DAY, FRAGILE AND CANNOT BE REAPPLIED.**
If you have an insufficient number of stickers for any one day, apply half stickers.
9. For bats that fail, apply the provided white tape with the team name to barrel. Failed bats remain with the site representative and will NOT be returned to the team but instead, sent to Dee.
10. In all cases, direct the team representative to record the model and only the final test result for each bat presented for testing on the provided log sheet.
11. At the end of testing for the team, verify the numbers of stickered and disqualified (damaged, illegal and failed) bats match the team log sheet. The site representative takes possession of disqualified bats as well as the log sheet.
12. Use the log sheet established on the first day of testing for subsequent days. Record test results for bats presented previously and add bats if requested. Place the appropriate sticker on top of the previous day's sticker for passing bats and use the tape to identify the team name on failing bats.

Regardless of who does the testing, the tournament director (host) is responsible for shipping the notebook with the completed log sheets, unused stickers, and any bats that failed BCT to Dee NO LATER THAN THE NEXT DAY

(excluding Sundays) UNLESS the site will host the next round. In that case, retain everything (including the subsequent round unused stickers mailed to you) until that subsequent round is completed.

DO NOT DEVIATE FROM THIS PLAN WITHOUT FIRST TALKING TO DEE.

The return shipping document for the notebook is provided but if a return label is needed for bats, email Dee a request.

As teams complete competition in each round, they may request the return of their damaged and illegal bats.

Contact info for Dee: Cell: 815/751-2648, abrahamson@niu.edu, 498 Quinlan Ave., DeKalb, Illinois 60115.

Backup contact regarding machine or testing: Donna Martin cell 815/761-8626; dmartin1@niu.edu.

THANK YOU FOR YOUR ASSISTANCE WITH THE NCAA BAT COMPLIANCE PROGRAM!