



2024 DIVISION I
SOFTBALL
CHAMPIONSHIP

SITE REPRESENTATIVE

2023-24 MANUAL

Division I Softball

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Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as a NCAA site representative at one of the preliminary-round sites of the 2024 NCAA Division I Softball Championship.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division I Softball Committee. As such, NCAA site representatives are expected to conduct preliminary-round championship competition according to the policies and procedures outlined in this manual, the pre-championship manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials meeting prior to the start of preliminary-round competition.

In preparation for your role, please review and have on hand the following documents, which may be found on [ncaa.org](https://www.ncaa.org):

- [Pre-Championship Manual](#)
- [Host Operations Manual](#)

Please note that this manual contains links to an umpire's evaluation form and an online site evaluation form. Please complete the umpires' evaluation form with the non-working Umpire-In-Charge (UIC) immediately after the final game at the site (before leaving the facility). Also share this link with coaches for them to give feedback after each game.

If you have any questions or concerns, please contact Kelly Whitaker (317-476-6867) or the softball committee chair.

On behalf of the NCAA and the Division I Softball Committee, thank you for your time and efforts.

Section 1•2 Responsibilities of Site Representatives

The following is a general overview of the site representative's responsibilities:

- Serve as a representative of the NCAA during championship preliminary rounds;
- Conduct championship competition according to the policies and procedures outlined in the pre-championships manual, host operations manual and site representative manual;
- Participate on pre-championship teleconference with team personnel;
- Conduct the administrative meeting in conjunction with the championship;
- Serve as a resource for visiting teams and tournament director;
- Conduct bat testing each day before competition;
- Complete umpires' and tournament site evaluations; and
- Communicate issues and concerns that occur at the site to the NCAA championship staff (Kelly Whitaker) daily or immediately if necessary (e.g., rain delays, severe injury, misconduct).

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

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Assistant Director, Championships and Alliances
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DIVISION I SOFTBALL COMMITTEE

EAST REGION**Sandra L. Roecker**

Senior Woman Administrator
University of Massachusetts Lowell

MIDWEST REGION**Keanah Smith**

Senior Woman Administrator
Western Michigan University

SOUTH REGION**Jessica C. Leger**

SWA, Deputy Director of Athletics
University of Louisiana at Lafayette

SOUTHEAST REGION**Tara Brooks**

Associate Director of Athletics
University of Tennessee, Knoxville

WEST REGION**Brian Kolze**

Head Softball Coach
University of Pacific

EAST REGION**Natalie Gonzalez-Honnen**

Senior Assoc. AD/Student Services & Performance
Clemson University

SOUTH REGION**Jane Wagner**

Associate Athletics Director for Compliance and Sport
Northwestern University

SOUTH REGION**Kurt McGuffin**

Vice Chancellor - Director of Athletics
University of Tennessee Martin

SOUTEAST REGION**Kristi Bredbenner**

Head Softball Coach
Wichita State University

WEST REGION**Melanie Meuchel**

Head Softball Coach
University of Montana

Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

In order to serve as a site representative, all individuals are required to participate in the mandatory site representative training for the specific sport. All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution or for a specific sport should make the NCAA staff aware of the conflict. (See Conflict of Interest below.)

Site representatives will be notified after selections (evening of May 12) that they are needed to serve and the site assignment. Two site representatives will be assigned to each regional site and one site representative will be assigned to each super-regional site. All site representatives will receive team sheets for each site.

Section 3•2 Conflict of Interest

The NCAA is a voluntary Association comprised of public and private institutions and conferences governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations are first to their institution, second to their conference and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this statement. When considering disclosures, keep in mind those may result in an "excess benefit transaction" under Section 4958 of the Internal Revenue Code of 1986, as amended (the "Code") or other tax or other laws that may apply.

A committee member who receives information under confidential or nondisclosure terms, including but not limited to Association business or litigation matters, shall adhere to those confidential obligations as a primary matter. In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use nonconfidential knowledge or information obtained solely due to service on that committee to the disadvantage of the Association. Further, a committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member should also not participate in a discussion or vote for which the member's institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations which they may have hereunder and should recuse themselves from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. Where such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation. A committee member who acts contrary to this policy may void defense and indemnity privileges that are provided by the Association in connection with committee service.

Section 3•3 Speaking Agent Policy

The NCAA expects that, unless expressly authorized by the NCAA, site representatives and officials will not speak (or represent themselves as speaking) on behalf of the Association or respond to NCAA-related media inquiries (without direction from NCAA staff) while holding their respective positions with the NCAA.

Public Comments: Site representatives and officials are prohibited from making unprofessional, inappropriate public comments regarding the championship, committee, coaches and student-athletes and comments that are inconsistent with the values of the NCAA before, during or after the championship.

Site representatives should also be extremely careful of any remarks made while traveling, in and around the facility and in any social situation. Again, you are representing the NCAA at all times and your actions must be above reproach.

Section 3•4 Neutrality

Site representatives are representing the NCAA and should be neutral in this role. We would ask that site representatives dress professionally while avoiding any clothing that denotes institutional and/or conference affiliation.

All hosts shall be reminded that hosting an NCAA regional or super regional is not a home event and that all teams shall be treated equally with respect to facilities, live-scoring, announcer neutrality and respect.

Section 3•5 Evaluations

SITE REPRESENTATIVE EVALUATION

In order to obtain immediate feedback on a championship site, we ask that each site representative provide the operations manager (Kelly Whitaker) information regarding issues, concerns, highlights, etc., following each day's events. Please contact Kelly Whitaker; cell: 317-476-6862; email: kwhitaker@ncaa.org.

Please provide game results, attendance, and highlights/issues of the day.

TOURNAMENT SITE EVALUATION

In addition to the immediate feedback requested above, we ask that each site representative also provide feedback on the championship site at which they served. NCAA staff will send electronic evaluations after regionals and super regionals.

UMPIRE EVALUATION

Umpire Game Evaluations: Site representatives will **provide a link/QR code to the umpire evaluation form to coaches and remind them at the conclusion of the game to submit the completed evaluation form electronically**. Although this is optional, this feedback will be combined with feedback from the site representative and UIC for purposes of assigning the next game. The site representative and the UIC also should complete this form.

[Link to the evaluation form.](#)

Please contact Kelly Whitaker or Steve McCown, National Coordinator (972-658-5450, or at steve25mccown@aol.com), with questions.

Section 4 • Important Dates

DIVISION I SOFTBALL 2024 IMPORTANT DATES

Site representative orientation	April 18, 11 a.m. Eastern time
Site representative training	May 3, 11 a.m. Eastern time
Team selections	May 10-12
Notification of selection of site representatives	May 12 (regionals); May 19 (super regionals)
Site representative arrival date at site	One day prior to the first practice
Regional/super regional dates	May 17-19 (regionals); May 23-26 (super regionals)

Note: If a team with a “no-play-on-Sunday” policy is selected, the regionals will be held Thursday, May 16, to Saturday, May 18.

Section 5 • Responsibilities

Section 5.1 Preliminary Rounds

AFTER SELECTIONS

- Contact tournament director.
 - Set up the administrative meeting (schedule before the first practice if possible).
 - Confirm hotel accommodations/directions for team(s), umpires and UIC.
 - Confirm your arrival time and hotel accommodations.
 - Confirm practice times.
 - Confirm an alternate practice schedule using indoor facility in the event of inclement weather.
 - Confirm game times. (Game times will be provided on the team sheet. There should not be any changes in game times unless approved by the national office.)
 - All game times have been approved as stated on the team sheet. Any proposed changes in these times must be approved by the national office (Kelly Whitaker, 317-917-6511, or cell 317-476-6867).
 - Game times are scheduled 2½ hours apart.
 - Game 7 will begin 30 minutes after Game 6 unless mutually agreed upon by both coaches (and television) to begin earlier (not less than 25 minutes).
 - Discuss neutrality.
 - Discuss equipment to be received from the NCAA and equipment to be provided to teams during practice and warmup (see Appendix H, Equipment List). If game balls have not arrived on campus at least 48 hours prior to the first game, please contact Kelly Whitaker (317-476-6867; kwhitaker@ncaa.org).
 - Confirm date, time, and location of administrative and officials' meetings.
 - Review security/safety plan. (Review end-of-game security.)
 - Ensure host medical staff is prepared to be at practices and game(s).
 - Discuss locations of:
 - Media/interview areas.
 - Training room area.
 - Videotaping and photography areas.
 - Determine with tournament director if administrative and officials meetings should take place virtually.
- Contact Umpire-in-Charge (once assignments are made).
- Check with visiting teams' administrators to be sure they have no issues with travel. Remind them of the administrative meeting.

NOT LATER THAN TWO DAYS BEFORE COMPETITION

- Check with host on the following shipments:
 - NCAA signage.
 - Game balls.
 - Merchandise from Event1.
 - Programs.
 - Hydration supplies (super regionals only).
 - Credentials/patches.
 - Participant medallions (22 per non-advancing team – 66 per regional site and 22 per super regional site).
 - Super regional champion trophies (one team trophy and 32 team mini-trophies, to be given after conclusion).

- Bat-testing materials (decals, paperwork).
- Super regional champion hats (super regionals only)
- Ticket-punched sign (super regionals only)
- Review drug-testing policies and procedures if your site is chosen. (This information is confidential until after Game 1.)
- Check with tournament director to see if they're prepared or have questions.

PRACTICE DAY/DAY BEFORE COMPETITION

- Arrive at host site a minimum of two hours prior to the first practice; staff all practices.
- Meet with tournament director to discuss the following:
 - Bat-testing location and equipment. Confirm bat-testing coordinator's name and contact information.
 - Entrances – public, teams, officials, staff.
 - Ticket locations – visiting teams.
 - Credentials/players – pass list.
 - Communication (radios), if necessary.
 - Review pregame schedule.
 - Check to be sure equipment is ready.
 - Expected media.
 - Video review area.
 - Band/spirit squad/mascot procedures, if applicable.
 - Personnel are in place – scorer, statisticians, announcer, etc.
 - Security plan and crowd control. (Bag checks, if necessary.)
 - Inclement weather.
- Perform a facility walk-through and review:
 - Check field and other relevant facilities.
 - Does the facility have a visible action clock? If yes, confirm if it is controlled by umpires or a person in the press box.
 - Press box.
 - Dugout and overflow dugout seating available.
 - Scorer's and announcer's positions.
 - Media/interview area.
 - Locker rooms (umpires and teams) and security.
 - Merchandise and program sales area, if applicable.
 - Overall look and treatment of facility – NCAA signage/neutrality.
 - Signage – all commercial signage must be removed or covered, contact Kelly Whitaker at 317-476-6867 or kwhitaker@ncaa.org if you have any questions.
 - Scoreboard – advertising covered or removed.
 - Test all electronic equipment.
 - Videotaping/photography areas.
 - Scouting and tagging seats/location.
 - Training room.
 - Band/spirit squad location, if applicable.
 - Nonparticipant seating, if applicable. (This is not required to provide.)
 - Make sure NCAA logo rule is being observed.
 - Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting or that agenda has been shared in advance.

- Determine method for distribution of participant medallions/team trophies (super regionals only) (i.e., locker rooms or on the team bus).
- Confirm SID is prepared to report results at conclusion of competition.
- Review script with communications representative/PA announcer. (This was emailed to schools after selections.)
- Monitor and supervise practices.
- Conduct administrative meeting. (Agenda and talking points found in Appendixes B and C).
 - Review NCAA administrative policies.

DAY OF COMPETITION

Arrive at site at least two and a half hours before first game (before team practices). Remain available to monitor and supervise all aspects of the championship as indicated in the site representative and host operations manuals.

- Perform a facility walk-through and review:
 - Signage is properly displayed and advertisements are covered.
 - Press box/scorer's table/coaches booth is set and ready, if applicable.
 - Check visiting locker room(s) for cleanliness and is properly stocked with paper items.
 - Ensure that sales locations for merchandise and programs are prepared.
 - Check for inappropriate noisemakers.
 - Test all electronic equipment.
 - Be sure that host provides uniformed security for teams, including when moving to and from locker rooms, press conferences, etc. At no time should coaches and student-athletes move among spectators without uniformed security.
- Greet umpires and visiting team(s) as they arrive.
- Confirm squad sizes and check for no more than 10 non-athletes in the dugout.

DURING GAME

- Listen and watch crowd for inappropriate noisemakers and/or signage. Have security remove them, if necessary.
- Observe coaches' and players' behavior.
- Note any problems in the stands/bleachers and have security handle any conflicts.

PRIOR TO THE END OF GAME

- Ask the tournament director to get for you an accurate count of game attendance to report back.
- Be sure everyone is prepared for end-of-game security and media needs.

POSTGAME

- Make sure umpires are safely off of field. (Provide security.)
- Observe players and coaches shaking hands and leaving field.
- Uniformed security shall escort coaches and student-athletes to and from postgame press conferences and other media obligations.
- If a misconduct occurs, please contact Kelly Whitaker (317-476-6867; kwhitaker@ncaa.org) as soon as possible, immediately if an on-site hearing is necessary.
- Check on postgame interviews (see that the teams have come out of locker rooms on schedule, etc.). Winning team goes first followed by the losing team. Ensure someone is recording (electronic or written) coaches' remarks.
- Remind host site media coordinator to continue to submit final statistics files to the NCAA statistics staff as they have all season for all games the host plays. The designated home team in games not involving the host institution is responsible for submitting final statistics to the NCAA in those games between non-host teams. WarnerMedia representatives will reach out to each host site media coordinator with instructions on how to submit live stats and scores to [NCAA.com](https://www.ncaa.com).
- Text (preferred) or email results to Kelly Whitaker (cell: 317-476-6867; email: kwhitaker@ncaa.org) immediately following each game.

BEFORE LEAVING SITE

- Remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of, and remind them to complete post-event surveys.
- Immediately following the completion of the regional or super regional tournament, please log in to <https://rq.typeform.com/NCAASBPS> and evaluate umpires for advancement.
- Call/email (preferred) Kelly Whitaker with quick report – attendance, result, highlights, issues.

WITHIN 48 HOURS AFTER PRELIMINARY ROUND

- Complete all requested evaluations.
- Complete misconduct forms, if applicable.
- Complete electronic expense form to be emailed from Sadie Redburn (sfoster@ncaa.org).

Section 5•2 Facilities

1. **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.
2. **Scouting Seats.** Three scouting seats per team shall be reserved behind home plate (rows one or two). Only official members of the coaching staff are permitted in the scouting seats. It is acceptable to provide alternative scouting seat locations if requested by the coach and the host can accommodate the request. Provide one seat per team at an optimal location for game film tagging in a manner that is equitable for each of the competing teams.
3. **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 (screens, pitching machines, etc.) and a list of indoor facilities. Minimum equipment that should be provided can be found in Appendix H of the Host Operations Manual.
4. **Video Review Area.** To accommodate postgame review per Rule 5.9.9, for NCAA postseason competition, hosts shall provide an area for review as outlined by the NCAA's video review partner.
5. **Video Taping.** 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. 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. 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. Recording from the dugout is PROHIBITED during NCAA postseason play.

HOSPITALITY

Player/Team. If 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.

Umpires. Refreshments will be provided in the umpires' locker room. For those days with more than two scheduled games, some type of meal 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 water, soft drinks and a snack. This area must be separate from the players and umpires.

LOCKER ROOMS (TEAMS AND UMPIRES)

1. Hosts teams must provide equal accommodations to facilities (i.e., locker room or team room) for all teams.
2. For regionals and super regionals, the home dugout designated by the host facility for the regular season is the home dugout. The host team may occupy its own dugout, regardless of home and away team designation (except in the situation described in Item No. 5 below). All guidelines or access to the locker rooms attached to the dugouts will apply.
3. The host team may access their locker room if: 1) there are two locker rooms at the competition field; and 2) if the locker rooms are attached to the dugouts. If there are differences in the amenities provided by either locker room, teams are limited to using those amenities that are the same for both (e.g., if one locker room has an attached coaches meeting room but the other does not, the coaches room may not be used).
4. If two locker rooms are available at the regional sites, the two competing teams will have full access to their assigned locker rooms beginning at the start of their on-field warmups until the completion of the game.
5. When a team plays back-to-back games on the same day: to effectively manage the turn-around time and minimize the logistical impacts for teams, a team will remain in its dugout for the following game regardless of home or away team designation and even if the host is a participant.
6. If only one locker 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.
7. Locker room 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. Plans need to be made for all teams for inclement weather situations, which may include staying on team buses.
8. 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

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

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

- **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 30 of the host operations manual). Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance. 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 (kwhitaker@ncaa.org) with the bid proposal.

If there is corporate signage in the venue that is visible during television and/or streaming, photos must be submitted as part of the bid submission. Any exceptions to the policy to cover corporate signage must be sent to Kelly Whitaker (kwhitaker@ncaa.org).

- **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.
- **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s). Any requests to the contrary must be directed to Kelly Whitaker (kwhitaker@ncaa.org).
- **Commercially Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).
- **Covering existing signage/product branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions & partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.

At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

- **Banners Inside Facility.** The banners permissible inside the facility are as follows: TV Banners (2), NCAA Radio Banners (1) and NCAA Banners.
- **Institutional Signage.** Institutional signage does not need to be covered. Championship banners may remain 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 paying or not.

Section 5•3 Game Management

FIELD REQUIREMENTS

1. **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.
2. **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 preferred). If a portable fence is used, it must be placed at a distance of 200 feet in left and right fields, and 220 feet in center field. All portable fencing must be secured so as to prevent balls from rolling under. 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 [2024 and 2025 NCAA Softball Rules Book](#) for further requirements.
3. **Backstop.** Backstop, sideline and outfield fences must enclose the playing field. There must be a minimum of 25 feet and maximum of 30 feet from home plate to the backstop and from the baselines to the fence or dugout. 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.
4. **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. The double first base will NOT be used for NCAA championship competition.
5. **Dugouts.** Dugouts must be covered and enclosed from spectators. When a team plays back-to-back games in the same day, to effectively manage the turn-around time and minimize the logistical impacts for teams, a team will remain in its dugout for the following game regardless of home or away team designation and even if the host is a participant. No more than the total number of student-athletes on the roster plus 10 team personnel are allowed in the dugout.
6. **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.)
7. **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.
8. **Lighting.** A lighted facility is required to host preliminary rounds. The minimum lighting requirement for television is 125 foot-candles.
9. **Electronic Scoreboard and Press Box.** An electronic scoreboard and public address system (including backup, 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.
10. **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.

EQUIPMENT

All teams at the site must have access to all equipment. If there is a discrepancy in the quality of the equipment (e.g., batting cages), all teams must be provided equal time to use the best equipment.

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 host must furnish practice balls during regionals and super regionals as outlined in Appendix H (Equipment List) in the host operations manual.

DIVISION I SOFTBALL

Championship softballs (10 dozen per regional site; 5 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. Eastern time, Tuesday before competition, please contact Kelly Whitaker immediately at 317-476-6867 (cell) or kwhitaker@ncaa.org.

Game balls should be available for each team two hours prior to each game. Each team is asked to scuff game balls during practice. The balls being scuffed should not be used for hitting practice. Scuffed balls should be returned to the NCAA representative prior to the teams' leaving the field.

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

Bats. Coaches are responsible for legally equipping their team, including providing only undamaged bats that appear on the then-current NCAA Approved Softball Bat List as posted on www.RefQuest.com.

Bats will be confirmed as legal and barrel compression testing (BCT) will be performed by a bat-testing coordinator assigned by the host on each competition day for each team. This person should have prior experience in testing bats, and should not be a member of the softball team/coaching staff. In addition, umpires shall verify the appropriateness of each team's bats prior to each game. The primary or secondary site rep should be present during testing.

Barrel Compression Testing (BCT). BCT will be conducted on competition days (not practice days) during all NCAA postseason rounds. Each site MUST provide a G4 SSL or WSU bat testing fixture, table, three (3) chairs, and the NCAA-provided notebook containing the appropriate distinctive stickers and testing log sheets. The bat testing areas should be close to the practice area, yet private, and sheltered from the weather (sun, wind, rain). If an indoor facility is close to the practice area, that is preferred. If not, a tent should be provided if an outdoor covered area is not available. Refer to Appendix E and F for additional details for bat testing requirements.

Following BCT, the host will be responsible for securing any bats that fail BCT and sending them, along with the NCAA-provided notebook with the completed log sheets, to the person designated by the NCAA Softball Committee.

Coaches are reminded that they are responsible for legally equipping their team, and bats are to be checked prior to every game. Please provide umpires with a current bat list and highlight the bats your team will be using during each game, indicating the number of bats for 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.

Other Equipment - Screens and Chalk. Screens and chalk should be available for teams upon arrival on the practice field. If possible, a groundskeeper should be present when the teams arrive to assist with any immediate needs. Each host is required to provide at least the equipment on the equipment list found in Appendix H of the Host Operations Manual.

GAME TIMES

Game times must be set 2½ hours apart.

Regionals: Games may be scheduled on Friday and Sunday, noon to 9 p.m. local time, and Saturday, 10 a.m. to 9 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 9 p.m. local time.)

Super regionals: Games must be scheduled between noon and 9 p.m. local time. Games for super regionals may be Thursday-Saturday or Friday-Sunday.

All game times will be assigned by the committee per agreed timing with broadcasting partner and are subject to change per the broadcast schedule.

If the regular game schedule is altered because of weather or unforeseen circumstances, the following guidelines may be used and teams will be informed by the NCAA representative. Any proposed change in schedules must be discussed/approved by the national office:

1. Not more than two games by any one team will be scheduled in one day.
2. If possible, games will not be scheduled to begin before 9 a.m. or after 11 p.m.
3. Per NCAA Bylaw 31.1.4.4.1, games will only be scheduled to begin before noon Sunday if extenuating circumstances arise.

4. If competition cannot be completed Sunday, the last time to start a regional championship game (i.e., Games 6 and “if” 7) to complete the super regional field is the Monday immediately preceding the super regional at 11 p.m.
5. If super regional competition cannot be completed as scheduled, the last time to start a super regional championship game (i.e., Game 3) is the Monday immediately preceding the Women’s College World Series at 11 p.m.
6. If play is suspended before the completion of the regional or super regional and competition ceases, see the rain-delay advancement formula in the Softball Pre-Championships Manual.
7. If the game schedule cannot be adhered to, time must be permitted for field maintenance and warmup periods for both teams before the start of the next scheduled game. There should be no less than 45 minutes between games except for between games 6 and 7 at regionals (30 minutes). 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.
8. 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; and Games 6 and 7 (if necessary) will be played on the third day.

The following procedure will be observed, unless otherwise dictated by the softball committee (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)

9. In all two-team super regional tournaments, Game 1 will be played on the first day; Game 2 on the second; and Game 3 (if necessary) on the third day. Competitions 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 following procedure will be observed:

Day 1: Game 1

Day 2: Game 2

Day 3: Game 3 (if necessary)

Length of Game – Halted and Interrupted Games. All games shall be seven (7) innings. However, the Eight-Run Rule (Rule 6.14) will be used in all rounds of the championship. If play has been stopped before a seven (7) inning game is completed, and the eight-run rule is not in effect, the Halted and Interrupted game rule shall be in effect (Rule 6.18).

Every attempt should be made to complete regional and super regional competition by Sunday. Competition may go to Monday when the following occurs: (1) weather or emergency situations occur that prevent completion of competition; (2) any one team has to play more than two games in a day; or (3) in order to complete competition by Sunday, it would be necessary to begin competition after 11 p.m. Sunday.

If competition has to be extended to Monday, it must be completed without starting a game after 11 p.m. Monday (if the regional final begins before 11 p.m. and an “if necessary” game becomes necessary to determine the regional champion, that game will immediately follow). Note: Each round gets one extra day to finish the round.

Super Regional Weather Delays. If there is a weather delay during super regional competition, teams will have three days to complete the super regional competition before the inclement weather policy (Section 7.5) will be placed into effect.

Tie Games After Seven Innings. Games will be played until determined. The tiebreaker procedure will **NOT** be used in postseason competition.

DETERMINATION OF HOME TEAM

For regionals and super regionals, the home team dugout designated by the host facility for the regular season is the home dugout. The home team will select the desired uniform color first. The visiting team must wear a contrasting uniform color to the jersey of the home team. Discrepancies will be settled by the site representative in consultation with the umpire. As a reminder, when teams play back-to-back games, teams must be prepared to change uniforms, if necessary. Noncompliance with this policy may result in misconduct as outlined in the Softball Pre-Championship Manual.

The home team for the first round will be the higher-seeded team. In the event two unseeded teams will meet, the committee will determine which team is assigned the home designation. In subsequent games, the home team shall be determined according to the following formula:

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

Super Regional Competition

Game 1: The home team for the first game will be the higher-seeded team.

Game 2: The home team will switch.

Game 3 (if necessary): The home team will be the higher-seeded team.

CREDENTIALS

Please review the Travel Form (Appendix A) for further detail on credentialing.

SQUAD SIZE/TRAVEL PARTY SIZE

The squad size is limited to 22 eligible players. The official travel party is 30 (reimbursed by NCAA).

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

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

Section 6 • Travel, Lodging and Expense Reimbursement

Section 6•1 Travel

All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage at the current government rate for up to 400 miles to the host site.

Site representatives outside of 400 miles (one-way) from the competition site will be approved for air travel. Please contact Short's Travel Management to make those travel arrangements (see Section 6.4).

If the lead NCAA site representative flies to the site, he or she will be approved for a rental car that will be direct billed to the NCAA national office. Rental car reservations should be made through Short's Travel Management when booking your air travel.

Section 6•2 Lodging

The host institution will be responsible for providing hotel accommodations as needed. It is the responsibility of the site representative to inform the tournament director if a hotel room will be needed. Room and tax will be billed to the host institution. All other incidentals will be the responsibility of the site representative.

Section 6•3 Expense Reimbursement

All site representatives will receive a \$75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem.

Once competition has been completed, please complete the electronic expense reimbursement form (via email from Sadie Redburn, sfoster@ncaa.org).

Section 6•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	ncaaalo@shortstravel.com

NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	travel@ncaa.org
Website	ncaa.org/championships/travel/championships-travel-information

Section 7 • NCAA Administrative Guidelines

All policies listed in this section **MUST** be reviewed during the administrative meeting.

Section 7•1 Logo Policy

[Reference: Bylaw 12.5.4 in the NCAA Division I Manual.]

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

- a. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
- b. The student-athlete's institution's official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2¼ square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Section 7•2 Misconduct Statement

Note: This statement *MUST* be read at every administrative meeting.

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct should be dealt with in a timely manner by the governing sports committee.

Section 7•3 Use of Tobacco Products

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

Section 7•4 Drug-Testing Statement

Note: This statement *MUST* be read at every administrative meeting.

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

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

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

Next-Day Testing. If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution not later than immediately following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin not later than 10 a.m. (local time) at the original test site.

Participating Institution's Notification. The institutional representative will be notified of drug testing not sooner than two (2) hours prior to the start of the game by the drug-testing crew chief. After the game, a member of the drug-testing crew will provide the institutional representative with the names of the selected student-athletes.

Prolonged Test. If the student-athlete's team must depart the championship prior to a student-athlete completing drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the delay (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

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

Section 7•5 Inclement Weather

If weather conditions alter the approved schedule, the site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

The following guidelines are provided for NCAA site representatives and host institution tournament managers when dealing with inclement weather. The scenarios below are intended to be general guidelines for operation. Issues such as future weather forecasts, television, competitive equity, missed class time and expenses associated with playing games after Monday may dictate an alternate schedule.

The host shall appoint a qualified person responsible for monitoring the local weather at all times. Additionally, host institutions are encouraged to have a local meteorologist either on site or on call to help provide a professional evaluation of future weather forecasts and potential severe weather policies.

If conditions start to deteriorate during a game, the site representative and tournament manager should be in conversation about the potential to temporarily suspend play. An umpire and site representative should be in contact between innings to assess conditions. Things to consider are the timing of the suspension relative to the stage of the game, fairness to both teams and the potential for the weather to improve. Play should be suspended at the end of a half-inning whenever possible. An umpire is empowered to temporarily suspend play immediately when, in their judgement, conditions justify halting the game per Rule 6.11.2 of the 2023-24 NCAA Softball Rules Book.

DIVISION I SOFTBALL

- The primary goal is to play regional games according to the published schedule [two games on Day 1, three games on Day 2 and one or two (if necessary) games on Day 3].
- The primary goal is to play super regional games according to the published schedule [one game Thursday/Friday, one game Friday/Saturday and one game Saturday/Sunday (if necessary)].
- As a general rule, no game should start later than 11 p.m. local time.
- As another general rule, no more than two games by any one team will be scheduled in one day.
- Lightning should be monitored via the WeatherSentry Online system. Please use these weather-monitoring devices when trying to determine starting times after a delay. The host institution is required to designate one individual whose main responsibility will be to monitor the weather/lightning during all practices and competition.
- You should keep in touch with the local weather bureau and we also encourage you to evaluate the weather via www.weather.gov or www.weather.com.
- If available, it is strongly recommended to have a local meteorologist on site or at a minimum on call to provide his or her expert analysis on any potential weather in the area.

Locker room 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. Plans need to be made for all teams for inclement weather situations, which may include staying on team buses.

Hosts shall have a stadium evacuation policy in the event of lighting or severe weather. The host shall also have and use appropriate public address announcer scripts as necessary.

If the regular game schedule is altered because of weather or unforeseen circumstances, the following guidelines may be used and teams will be informed by the NCAA representative.

- No more than two games by any one team will be scheduled in one day.
- If possible, games will not be scheduled to begin before 9 a.m. or after 11 p.m.
- Per NCAA Bylaw 31.1.4.4.1, games will only be scheduled to begin before noon Sunday if extenuating circumstances arise.
- If competition cannot be completed Sunday, the last time to start a regional championship game (i.e., Game 3) is the Monday immediately preceding the Women's College World Series at 11 p.m.
- If play is suspended before the completion of the regional or super regional and competition ceases, see the rain-delay advancement formula in the Softball Pre-Championships Manual.
- If the game schedule cannot be adhered to, time must be permitted for the field maintenance and warmup periods for both teams before the start of the next scheduled game. There should be no less than 45 minutes between games except for between games 6 and 7 at regionals (30 minutes). The grounds crew should be allowed 15 minutes.

If inclement weather limits play.

Regional. If inclement weather limits play, every effort has been made to complete competition by Sunday and if competition cannot be completed by Monday, the team that will advance to the super regional will be based on the following:

0 games played – highest seed.

1 game played – highest seed.

2 games played – highest undefeated seed.

3 games played – highest undefeated seed.

4 games played – highest undefeated seed.

5 games played – highest undefeated seed.

6 games played – winner of game 6 unless each team has one loss, therefore the teams are tied, then:

- Head-to-head competition.
- Highest remaining seed.

Super Regional. If inclement weather limits play, every effort has been made to complete competition by Sunday and if competition cannot be completed by Monday, the team that will advance to the finals will be based on the following:

- 0 games played – highest seed.
- 1 game played – winner of game 1.
- 2 games played – if each team has a loss, the highest seed.

LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA has made arrangements through DTN to provide a lightning detection and weather-monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff.

The site representative should request that the tournament director include his or her email and/or phone via text to the WeatherSentry system so they can receive the weather updates. For detailed lightning and weather guidelines, refer to [Appendix J](#).

Site reps should be involved with the host regarding their weather monitoring. There should be direct communication with the local weather service. The head grounds crew person should be involved with decisions suspending and returning to play.

More information is available on [lightning safety](#) and in the [Sports Medicine Handbook](#).

Section 7•6 Medical Procedures

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

Concussion Management. The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host institution's 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; and 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 his or her 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](#) (Guideline 2I).

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Appendix A • Travel Party Roster



2024 NCAA DIVISION I SOFTBALL CHAMPIONSHIPS



Please email this completed form to the tournament director by 5 p.m. Eastern time, Monday, May 13, for Regionals, and Monday, May 20, for Super Regionals. In addition, please have a copy of this form available during your practice time on Thursday. Individuals listed on this form must be an institutional representative and will be at the championship in an official capacity. Participating teams will be issued credentials to rostered student-athletes in attendance (even if listed beyond 28) and up to 10 non-athlete personnel.

INSTITUTION: _____

Main Point of Contact for Team and Travel Party: _____ Cell phone: _____

OFFICIAL SQUAD SIZE

(1-22 PLAYERS DESIGNATED TO PARTICIPATE)

1.	_____	12.	_____
2.	_____	13.	_____
3.	_____	14.	_____
4.	_____	15.	_____
5.	_____	16.	_____
6.	_____	17.	_____
7.	_____	18.	_____
8.	_____	19.	_____
9.	_____	20.	_____
10.	_____	21.	_____
11.	_____	22.	_____

COACHES:

23.	Head Coach:	_____	Cell phone:	_____
24.	Asst. Coach:	_____	Cell phone:	_____
25.	Asst. Coach:	_____	Cell phone:	_____
26.	Asst. Coach:	_____	Cell phone:	_____

OTHER NON-ATHLETE PERSONNEL TO BE IN DUGOUT

(must have an official championship responsibility)

27.	_____	Title:	_____
28.	_____	Title:	_____
29.	_____	Title:	_____
30.	_____	Title:	_____
31.	_____	Title:	_____
32.	_____	Title:	_____

WORKING CREDENTIALS – NOT IN DUGOUT

(unless designated for dugout above)

33.	Sports Info:	_____	Cell phone:	_____
34.	_____	_____	Cell phone:	_____
35.	_____	_____	Cell phone:	_____

NON-PARTICIPATING STUDENT-ATHLETES

(on official school roster, eligible to be in dugout and in uniform)

36.	_____	39.	_____
37.	_____	40.	_____
38.	_____	41.	_____

Any amount up to official school roster size. Add lines on the back of form for additional non-participating student-athletes as needed.

ADDITIONAL TEMPORARY ACCESS CREDENTIALS: These individuals (up to 5 per team) would need to **purchase a ticket**, but must have an official school capacity at the championship. If someone on this list needs access to certain areas the general public does not have (e.g., videographer, team physician, etc.), hosts can provide a specific wristband, special sticker, or other way to designate special access.

Appendix B • Administrative Meeting Agenda



A G E N D A

National Collegiate Athletic Association
Division I Softball Administrative Meeting

1. Welcome and introductions.
2. Team administration.
 - a. Official squad size – 22 players can participate in the game.
 - b. Credentials.
 - 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 fan seating areas.
4. Game administration.
 - a. Game schedule.
 - b. Pre-game format/timing sheets.

Division I Softball
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- c. Team line-ups.
 - d. Determination of home team procedures.
 - e. Team introductions.
 - f. Videotaping procedures.
 - g. Rain delay procedures.
5. Media and sports information.
- a. Review postgame format/press conference procedures.
 - b. Statistics
 - 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, training facilities and physicians.
 - c. Transportation to/from playing field to training room, if needed.
 - d. After hours protocol.
 - (1) Contact information.
 - (2) Hospitals/medical centers.
 - (3) Physicians.
7. Umpires.
- a. Announce the umpiring assignments.
 - b. Review ground rules, if applicable.
 - c. Protest procedures.

Appendix C • Administrative Meeting Notes



A G E N D A

National Collegiate Athletic Association
Division I Softball Administrative Meeting

1. Welcome and introductions.

- a. Welcome and congratulations on a successful season and advancing to the NCAA Softball Championship.
- b. I am looking forward to a fun, competitive, injury free and rain free tournament. I wish you the best of luck and if you need anything at any time, please do not hesitate to contact me—that is why I am here.
- c. Introduce yourself: NAME – TITLE/SCHOOL and will be serving as the NCAA site representative during this tournament.
- d. Have everyone introduce themselves, their title and school. For those individuals working the tournament, let everyone know what their role will be.

2. Team administration.

- a. Official squad size – 22 players can participate in the game.
- b. Credentials.
 - Dugout Credentials.
 - This includes 22 squad size, 10 non-athlete personnel, plus any additional student-athletes on the official roster.
 - Working Credentials (not in dugout).
 - Sports Information may request a media credential if not on the dugout list.
 - Administrator
 - Video (No video from dugouts)
 - (CONFIRM WITH TOURNAMENT DIRECTOR) Credentials will be distributed_____.
 - Below are the NCAA postseason policies for additional student-athletes traveling with teams.
 - Up to the official roster size.
 - May be in the dugout.
 - May be in uniform or institutional issued team apparel (e.g., shorts, warm-up, practice, or travel shirts).
 - May participate in any softball related activities. Only the squad size of 22 can participate in the game.
- c. Uniform and logo policies. Everyone should be familiar with the uniform and logo policy per NCAA Bylaw 12.5.4 – one manufacturer logo per item (2 ¼ inch

square) which applies to all bench personnel and applies to all areas. Remember that if you have ball buckets (NON-RAWLINGS) you must tape over logos.

- d. **Misconduct statement.** This should also be familiar and can be found in the Pre-championship Manual Section 4.4.

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics.

- e. **Bat testing protocol.** Review bat testing protocol and procedures, including time, location and expectations (bats are to be checked before every game).
- f. **Banners and artificial noisemaker policy.** Banners cannot be hung, must not interfere with fans, cannot contain corporate logos and must be tasteful. No artificial noisemakers allowed. No props of any kind are allowed in the dugout.
- g. **Bands and mascots.** Is anyone bringing a mascot and handler? (If so, read about bands/mascots in the Host Ops Manual.)
- h. **Drug testing.** Read – or paraphrase – the following:
NCAA championships committee, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athletes must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

- i. **Evaluations.**
 - (1) Coaches and student-athletes will be sent a link to evaluate the site.
 - (2) Coaches will be sent a link to evaluate the umpires that work their games. (Encouraged; not required but is helpful feedback.)

3. Facilities. (Have the tournament director cover this agenda item.)

- a. Diagram of facility.
- b. Participating team entrance.
- c. Locker/team room procedures.
- d. Scouting / Game Film Tagging Seats. Three seats per team will be reserved. Only members of the institutions coaching staff may use these. Provide one seat per team at an optimal location for game film tagging in a manner that is equitable for each of the competing teams.
- e. Parking procedures.
- f. Team fan seating areas.

4. Game administration.

- a. Game schedule. Review game schedule from timing sheets.
- b. Pre-game format/timing sheets. Timing sheets will be given to each team before each game of the day.
- c. Team line-ups. Lineups are official when given to the umpires. Lineups should be given to the official scorer 20 minutes before gametime (Rule 5.7.2).
- d. Determination of home team procedures. Refer to Section 5.3 of this manual.
- e. Team introductions.
- f. Videotaping procedures. Only videotaping from outfield platform is allowed. No videotaping from the dugouts.

(1) Participating teams may videotape from centerfield only games in which they are a participant. If centerfield is not available, the host institution will provide an area in which all teams have equal access. Teams may videotape any games at the site of competition from the video truck if the game is being broadcast.

(2) Recording from the dugout is PROHIBITED during NCAA postseason play. (See Rule 5.9.3)

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- g. Rain delay procedures. If rain limits play, and every effort has been made to complete competition Sunday and competition cannot be completed by Monday, the team that will advance to the next round of the championship will be based on the number of games played and seeds of the teams remaining. (Refer to Section 7.5 of this manual.)

5. Media and sports information.

- a. Review postgame format/press conference procedures.
After a 10-minutes cooling off period, the advancing team will go first; student-athletes will answer questions. They will be dismissed and then the coaches will be asked question.
After the advancing team is done, the non-advancing team will go- same format. SIDs for each school are responsible to coordinate this and escort coach and student-athletes to the media areas.
- b. Statistics – distribution and availability.
- c. Timing sheets in dugouts.

6. Sports medicine. (Have the host athletic trainer cover this agenda item.)

- a. Review medical procedures.
 - (1) Hours of operation.
 - (2) Access of equipment and modality.
- b. Review availability of trainers, training facilities and physicians.
- c. Transportation to/from playing field to training room, if needed.
- d. After hours protocol.
 - (1) Contact information.
 - (2) Hospitals/medical centers.
 - (3) Physicians.

7. Umpires.

- a. Announce the umpiring assignments.
- b. Review ground rules, if applicable.

c. Protest procedures.

Any protest by the coach of a competing team must be made in writing, using the form provided and stating the rule in question at the time of the action or incident which caused the protest before play is resumed. Protest forms will be available at the scorer's table in the press box.

If the game ends in a situation that can be protested, the offended team has to immediately inform the plate umpire of the intent. Once the umpires leave the field a protest will not be allowed.

All intents to protest must be made to the plate umpire. Written protests should be submitted to the NCAA site representative on-site once completed.

All protests must be ruled upon immediately by the protest committee. The committee will confer with the umpires before making its decision, and the chair will make a written report to the chair of the softball committee. The protest committee will consist of the off umpire, the umpire in chief (if not involved) and the NCAA site representative.

Appendix D • Umpires' Meeting Agenda



A G E N D A

National Collegiate Athletic Association Division I Softball Umpire Meeting

The umpire-in-chief will chair this meeting and review the following:

1. Schedule of events.
 - Umpires must be at competition site 30 minutes before starting time.
2. Umpires' uniforms.
3. Ground rules.
4. Procedures for assigning umpires.
5. Determination of home team (see section 5.3 pg. 15 of the Site Representative Manual).
6. Protest procedures.
7. Team lineups become official when given to the umpire.
8. No fraternizing with coaches or student-athletes.
9. Cover photography and on-field policies.
10. Suspended/halted game process.

The tournament director will perform the following duties:

1. Review umpires' payment procedures (fees, travel and per diem – RQ+) and hotel (host).
2. Distribute credentials and explain parking and access to facility. Hand out same facility diagram that is in the coaches' packet.
3. Identify umpire lounge area and refreshment arrangements.

Appendix E • Bat Testing Protocol

NCAA SOFTBALL POSTSEASON ON-SITE PORTABLE BARREL COMPRESSION TESTING (BCT) GENERAL INFORMATION

Coaches must bring their team's bats and the current NCAA Approved Softball Bat List (referred to hereafter as the "Bat List") for BCT at the appropriate time on each game day.

Once they have their bats lined up in the order in which they appear on the list, match the model number of each bat with the models highlighted on the team's Bat List and verify the correct number of each is listed in the appropriate column.

Barrel compression test each bat, per the protocol until you get two passes or two failures (whichever comes first), using 1550psi as the standard minimum or the exception number listed for backstop style bats with lower minimums (as listed on the Bat List).

Sticker bats that pass and, if necessary, amend the team's Bat List to account for failures. Bats that fail must be marked with the team name, secured from the team's possession by the host and will be shipped for further analysis at the conclusion of the post season tier.

Complete the information in the summary box (lavender) on page one of the team's Bat List for the team's use for every day's game(s).

On the first testing day, ask the team representative to complete an administrative bat log to reflect all passes and failures. The log can be used by you for each future testing day and, eventually, by the NCAA Softball Rules Committee.

*After the initial testing day, use either the administrative bat log or the team's Bat List to verify the models presented then make sure they match when your testing is complete.

**At the conclusion of your tier, return this notebook with the completed administrative bat logs and unused stickers to the tournament director.

Appendix F • Bat Compression Testing

BAT TESTING INFORMATION FOR COACHES IN THE NCAA POSTSEASON

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 Softball Championship using the G4 SSL 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. There is no limit to the number of bats a team may have tested and bats may be added between testing days.
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 for use by umpires.
4. Bat models must exactly match those on the List;
5. The bat testing manager will sticker each bat that passes BCT with an appropriate sticker for that round.
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, at least one individual designated by the NCAA Championship Committee will conduct BCT as the bat testing manager (most likely the NCAA representative and/or a member of the NCAA Championship Committee) according to the protocol listed in Rule 5.2 of the 2024 and 2025 NCAA Softball Rules Book.
2. The bat testing appointments and location will be determined by the site representative/tournament director.
3. Bats will be logged in on the NCAA-provided log sheet and tested each day before the team’s 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, record daily test results on the NCAA-provided bat log and take possession of the team’s annotated List after it’s competition by the bat testing manager.
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 (2) pass results; the bat receives the appropriate sticker and is ready to be used in competition.
 - (2) The bat has one (1) pass result and one (1) fail result; the bat is removed from the machine and inspected for damage. If damage 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 (2) fails; the bat is surrendered to the testing team and sent to the equipment consultant at the end of the round for further analysis.

Following testing, the bat testing manager shall complete the summary box (lavender) on the first page of the team’s annotated List for use by the game umpires.

6. All bats surrendered to the bat testing manager 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 Bat Compliance Testing

General Information

1. As in the past, two (2) bats will be selected and secured from each of the teams in the NCAA final game and from the six (6) WCWS teams failing to qualify for the final game for bat compliance testing in the Sport Science Lab at Washington State University.
2. Bats selected to be tested in the lab will be selected randomly, based on performance or based on what is currently in the NCAA bat data.
3. Bats will not be collected until the season has ended for the selected teams.
4. Results on bats sent to the lab, whether taken post-competition or for failing BCT, will take approximately three (3) months to obtain.
5. Bats that pass lab testing will be returned; however, bats that fail in the lab will remain surrendered and will not be returned.
6. Institutions, the bat manufacturers, the NCAA Softball Rules Committee and NCAA Championship Committee will receive notification of a bat model that fails in the lab.

BAT TESTING INFORMATION FOR NCAA POSTSEASON SITE REPRESENTATIVES AND TOURNAMENT DIRECTORS

Materials provided by

- Tournament director (host) -- BCT case with BCT fixture, calibration ring, stop stick, tape and Sharpie pen, and machine directions, table, three (3) chairs, weather protected location and testing schedule.
- Each team -- current NCAA Approved Softball Bat List with bats highlighted, all bats and representative for logging in bats and results.
- NCAA equipment consultant -- notebook with log sheets, envelopes with stickers separated by day and prepaid return ship label.

BCT PROCESS FOR BAT TESTING MANAGERS

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 or tournament director 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 500psi 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 (pass/pass or fail/fail), that result is final.
7. If the results differ, inspect the bat for damage. If found, 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 championship tier. If no damage 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. NOTES: STICKERS ARE SPECIFIC TO EACH DAY, FRAGILE AND CANNOT BE REAPPLIED. ALSO 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 or tournament director and will NOT be returned to the team but instead, sent for further analysis.
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 NCAA-provided log sheet.
11. Following testing, the bat testing manager is responsible for completing the lavender portion of the first page of each team's annotated NCAA Approved Softball Bat List for later use by the game umpires.
12. 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.
13. 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 NCAA-provided log sheets, unused stickers, and any bats that failed BCT to the equipment consultant 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 ABRAHAMSON, THE EQUIPMENT CONSULTANT.

The return shipping document for the notebook is provided but if a return label is needed for bats, email Dee Abrahamson a request. As teams complete competition in each round, they may request the return of their damaged and illegal bats.

Contact info for Dee Abrahamson: 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.

NCAA Softball On-Site Portable Barrel Compression Testing (BCT)-Post Season Flow Chart

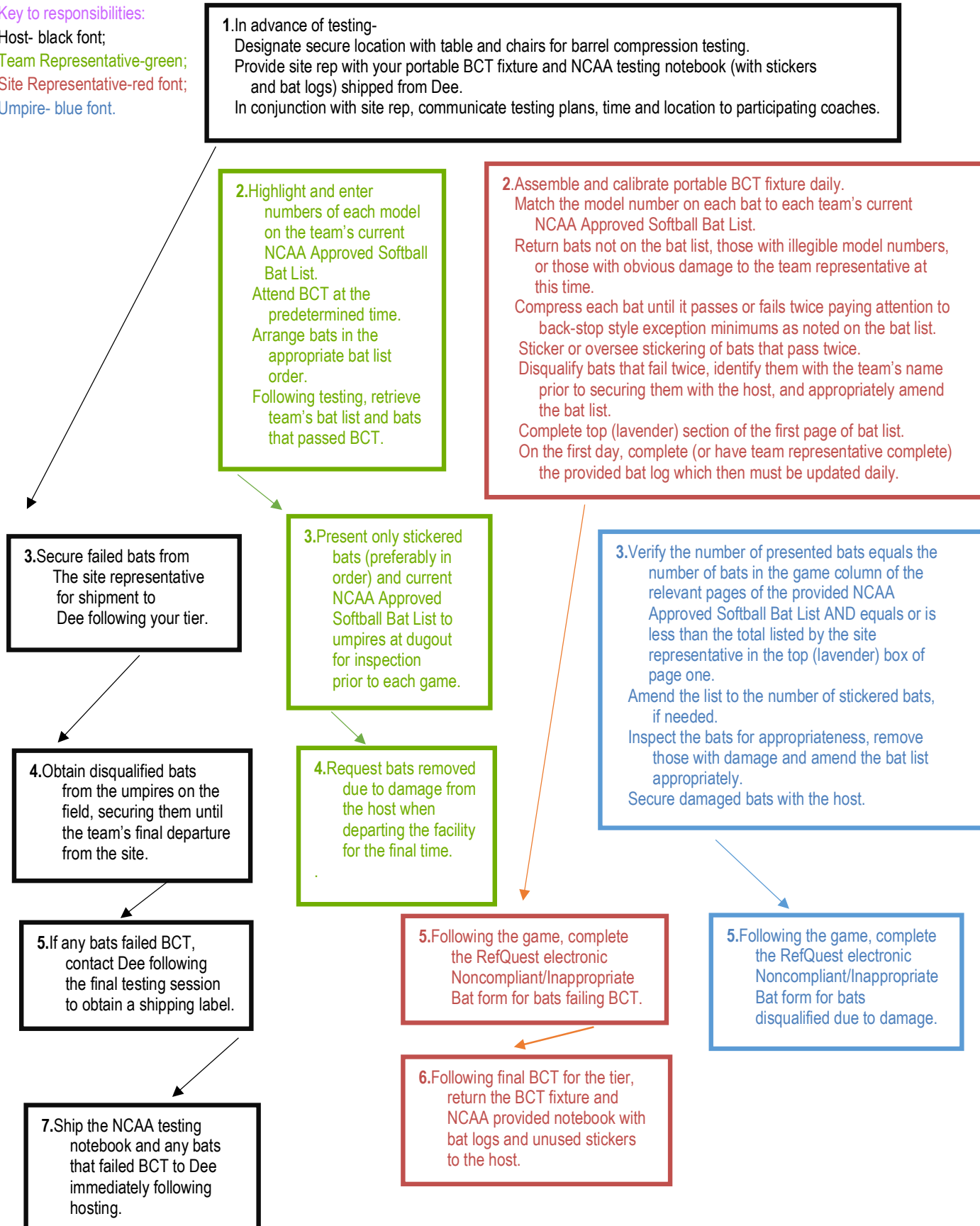
Key to responsibilities:

Host- black font;

Team Representative-green;

Site Representative-red font;

Umpire- blue font.



Appendix G • Sample Pregame Protocol

2024 NCAA DIVISION I SOFTBALL CHAMPIONSHIP

PRELIMS

:05 Start Time

PRE-GAME PROTOCOL AND TIMING SHEET

FIRST GAME OF SESSION
(with National Anthem)

_____ vs. _____
(visitor) (home)

GAME TIME – ____:05 ____m. LOCAL

INSERT HOUR IN "TIME OF DAY COLUMN" – MINUTES ARE ALREADY POPULATED

	<u>Scoreboard Clock</u>	<u>Time of Day</u>
Gates open.	65:00	____:00
Grounds Crew field prep.	35:00	____:30
Line drills home team.	27:00	____:38
Line drills away team.	22:00	____:43
Grounds Crew field prep.	17:00	____:48
Team introductions. (non-starters followed by starters)	13:00	____:52
<div>1. Visiting team (lines up on baseline in front of dugout, facing dugout; first player lines up nearest home plate, with last person named lining up nearest first base).</div> <div>2. Home team (lines up on baseline in front of dugout, facing dugout; first player lines up nearest home plate, with last person named lining up nearest third base).</div> <div>3. Introduction of umpires (stand behind home plate).</div>		
National Anthem.	9:00	____:56
Umpires and coaches at home plate.	5:00	____:00
Teams take field on ESPN cue.	2:00	____:03
Game begins on ESPN cue.	0:00	____:05

2024 NCAA DIVISION I SOFTBALL CHAMPIONSHIP

PRELIM

:05 Start Time

PRE-GAME PROTOCOL AND TIMING SHEET

SECOND GAME OF SESSION

_____ vs. _____
 (visitor) (home)

GAME TIME – ____:05 __.m. LOCAL

INSERT HOUR IN "TIME OF DAY COLUMN" – MINUTES ARE ALREADY POPULATED

	<u>Scoreboard Clock</u>	<u>Time of Day</u>
Grounds Crew field prep.	35:00	____:30 or ____
Line drills home team.	23:00	____:42 or ____
Line drills away team.	18:00	____:47 or ____
Grounds Crew field prep.	13:00	____:52 or ____
Team introductions.	9:00	____:56 or ____
1. Visiting team (lines up on baseline in front of 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 baseline in front of dugout, facing dugout; first player lines up nearest home plate, with last person named lining up nearest third base).		
3. Introduction of umpires (stand behind home plate).		
Umpires and coaches at home plate.	5:00	____:00 or ____
Teams take field on ESPN cue.	2:00	____:03 or ____
Game begins on ESPN cue.	00:00	____:05 or ____

IMPORTANT NOTE:

If Game 1 runs long, Game 2 will start (first pitch) 35 minutes following Game 1. The NCAA Site Representative will determine the "official" end of the previous game as teams go through the hand shake line. Then, with his/her stop watch (which must be synchronized with ESPN Truck), the NCAA Site Representative will coordinate the timing sequence (via the Time Out Coordinator's head set) for start of this game with ESPN. The stadium staff, teams and coaches will be notified of the start time as soon as possible.

2024 NCAA DIVISION I SOFTBALL CHAMPIONSHIP

PRELIMS

:35 Start Time

PRE-GAME PROTOCOL AND TIMING SHEET

FIRST GAME OF SESSION**(with National Anthem)**

_____ vs. _____
 (visitor) (home)

GAME TIME – ____:35 __.m. LOCAL

INSERT HOUR IN "TIME OF DAY COLUMN" – MINUTES ARE ALREADY POPULATED

	<u>Scoreboard Clock</u>	<u>Time of Day</u>
Gates open.	65:00	____:30
Grounds Crew field prep.	35:00	____:00
Line drills home team.	27:00	____:08
Line drills away team.	22:00	____:13
Grounds Crew field prep.	17:00	____:18
Team introductions. (non-starters followed by starters)	13:00	____:22
<ol style="list-style-type: none"> 1. Visiting team (lines up on baseline in front of 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 baseline in front of dugout, facing dugout; first player lines up nearest home plate, with last person named lining up nearest third base). 3. Introduction of umpires (stand behind home plate). 		
National Anthem.	9:00	____:26
Umpires and coaches at home plate.	5:00	____:30
Teams take field on ESPN cue.	2:00	____:33
Game begins on ESPN cue.	0:00	____:35

2024 NCAA DIVISION I SOFTBALL CHAMPIONSHIP

PRELIM

:35 Start Time

PRE-GAME PROTOCOL AND TIMING SHEET

SECOND GAME OF SESSION

_____ vs. _____
 (visitor) (home)

GAME TIME – ____:35 __.m. LOCAL

INSERT HOUR IN "TIME OF DAY COLUMN" – MINUTES ARE ALREADY POPULATED

	<u>Scoreboard Clock</u>	<u>Time of Day</u>
Grounds Crew field prep.	35:00	____:00 or ____
Line drills home team.	23:00	____:12 or ____
Line drills away team.	18:00	____:17 or ____
Grounds Crew field prep.	13:00	____:22 or ____
Team introductions.	9:00	____:26 or ____
1. Visiting team (lines up on baseline in front of 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 baseline in front of dugout, facing dugout; first player lines up nearest home plate, with last person named lining up nearest third base).		
3. Introduction of umpires (stand behind home plate).		
Umpires and coaches at home plate.	5:00	____:30 or ____
Teams take field on ESPN cue.	2:00	____:33 or ____
Game begins on ESPN cue.	00:00	____:35 or ____

IMPORTANT NOTE:

If Game 1 runs long, Game 2 will start (first pitch) 35 minutes following Game 1. The NCAA Site Representative will determine the "official" end of the previous game as teams go through the hand shake line. Then, with his/her stop watch (which must be synchronized with ESPN Truck), the NCAA Site Representative will coordinate the timing sequence (via the Time Out Coordinator's head set) for start of this game with ESPN. The stadium staff, teams and coaches will be notified of the start time as soon as possible.

Appendix H • Site Rep FAQ

- Q. Officials have asked me how they will receive their payment and when they should expect it since the host no longer pays them?**
- A.** All officials are paid directly by the NCAA through a program called RQ+. There is not a set timetable for payment, thus all inquiries should be directed to the championship administrator.
- Q. A fight broke out in the stands between the fans of the home and visiting teams. What responsibility do I have to take care of this?**
- A.** You should first notify the tournament director that they need to obtain security in the section where the fight has broken out. After the fight, please gather as much information as possible from the tournament director and security including what happened, whether anyone was removed from the competition site and resolution. All these facts should be written down and sent to the championship administrator via email. If the situation is severe, please immediately call the championship administrator to inform them of what has occurred.
- Q. A team has arrived late for its practice due to its bus breaking down. What should I do?**
- A.** Work with the host to try and get the team its full allotment of practice time if at all possible.
- Q. I received an alert on my phone that lightning is within 30 miles and we are going to begin the game in 10 minutes. What steps should I be taking?**
- A.** Immediately find the tournament director and begin to discuss the distance of the lightning. Remember to consult the lightning guidelines. Altering a game time should involve the games committee (consult the host operations manual on who serves on this committee). Once it is determined that the game should be delayed, you should notify the NCAA championship administrator of the situation. You should be prepared to give the championship administrator the games committee's recommendations as to further delays or moving the contest. Before any decisions are finalized or communicated to participants, you must receive approval by the NCAA championship administrator.

Appendix I • Drug Testing FAQ

FREQUENTLY ASKED QUESTIONS FOR COACHES

Please review this section for questions that may arise regarding drug testing.

Q. Where is the drug-testing facility for this championship?

- A. Check with the tournament manager, drug-testing site coordinator or the NCAA championship manager for specific location.

Q. How long does drug testing take?

- A. The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arrival at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.

Q. What is an institutional representative?

- A. **For Team Championships (e.g., baseball, field hockey, lacrosse, softball):** An institutional representative is an individual from the participating institution (designated by his/her institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the administrative meeting.

Q. When is the institution notified of drug testing?

- A. **For Team Championships:** An institutional representative from each team will be notified not sooner than two hours prior to the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.

Q. When are student-athletes notified of their selection for drug testing?

- A. **For Team Championships:** Immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who have been selected for drug testing.
- A. **For All Cases:** At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

Q. When do student-athletes need to report to drug testing?

- A. **For Team Championships:** Within one (1) hour after the student-athlete has been notified.
- A. **For All Cases:**
 - Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
 - Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
 - Before leaving the championship venue, coaches should check with all student-athletes to make sure they have completed their drug-testing obligations.

Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?

- A. A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.
 - If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
 - A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
 - If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g. hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

- Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?**
- A.** No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.
- Q. What if we play a late night game (10 p.m. or later start, local time)?**
- A.** The NCAA's late night drug-testing policy only pertains to team championships.
- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later local time.
 - The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game, and the deferred test must start before 10 a.m. local time, the next day.
 - An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.
- Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?**
- A.** Yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.

Appendix J • Lightning and Weather Guidelines

LIGHTNING SAFETY

July 1997 • Revised July 2013, June 2014

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Oceanic and Atmospheric Administration (NOAA) estimates that 40 fatalities and about 10 times that many injuries occur from lightning strikes every year. NOAA estimates that as many as 62 percent of lightning strike fatalities occur during outdoor organized sport activities. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. The references associated with this guideline are an excellent educational resource. Prevention should begin long before any intercollegiate athletics event or practice occurs by being proactive and having a lightning safety plan in place. The following steps are recommended to mitigate the lightning hazard:

1. Develop a lightning safety plan for each outdoor venue. At a minimum, that plan should include the following:
 - a. The use of lightning safety slogans to simplify and summarize essential information and knowledge. For example, the following slogan from the National Lightning Safety Institute is an effective guide: “If you see it, flee it; if you can hear it, clear it.” This slogan reflects the fact that upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. No punishment or retribution should be applied to someone who chooses to evacuate if perceiving that his or her life is in danger due to severe weather.
 - b. Designation of a person to monitor threatening weather and to notify the chain of command who can make the decision to remove a team, game personnel, television crews, and spectators from an athletics site or event. That person must have recognized and unchallengeable authority to suspect activity.
 - c. Planned instructions/announcements for participants and spectators, designation of warning and all clear signals, proper signage, and designation of safer places from the lightning hazard.
 - d. Daily monitoring of local weather reports before any practice or event, and a reliable and accurate source of information about severe weather that may form during scheduled intercollegiate athletics events or practices. Of special note should be National Weather Service-issued

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Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. Typically, anything referred to as a “shelter” is not safe from lightning. Dugouts, refreshment stands, open press boxes, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are unsafe and may actually increase the risk of lightning injury. Other dangerous locations include high ground, bodies of water (pools, ponds, lakes) and areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people.

thunderstorm “watches” or “warnings,” and the warning signs of developing thunderstorms in the area, such as high winds or darkening skies. A “watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for everyone to take the proper precautions. It should be noted that neither watches nor warnings are issued for lightning. An NOAA weather radio is particularly helpful in providing this information.

- e. Identification of, and a mechanism for ensuring access to, the closest safer buildings, vehicles, and locations to the field or playing area, and an estimate of how long it takes to evacuate to that location for all personnel at the event. A safer building or location is defined as:
 - Any fully enclosed building normally occupied or frequently used by people, with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using the shower, plumbing facilities, and electrical appliances, and stay away from open windows and doorways during a thunderstorm.
 - In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible nor a golf cart) with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protects occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal frame-

work of the vehicle. Some athletics events rent school buses as safer locations to place around open courses or fields.

2. For large-scale events, continuous monitoring of the weather should occur from the time pre-event activities begin throughout the event.
3. Venue-specific activity-suspension, venue evacuation, and activity-resumption plans:
 - a. Upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadia with large crowds. Lightning can strike from blue sky and in the absence of rain. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike 10 (or more) miles away from the rain shaft. Be aware of local weather patterns and review local weather forecasts prior to an outdoor practice or event.
 - b. Ensure a safe and orderly evacuation from the venue with announcements, signage, safety information in programs, and entrances that can also serve as mass exits. Planning should account for the time it takes to move a team and crowd to their designated safer locations. Individuals should not be allowed to enter the outdoor venue and should be directed to the safer location.
 - c. Avoid using landline telephones except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if the person and the antenna are located within a safer structure or location, and if all other precautions are followed.
 - d. To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning. A useful slogan is “half an hour since thunder roars, now it’s safe to go outdoors.” At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and

seeing the lightning channel itself to decide on re-setting the 30-minute “return-to-play” clock before resuming outdoor athletics activities.

4. Emergency care protocols: People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strike. Automatic external defibrillators (AEDs) are a safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

Note: Weather watchers, real-time weather forecasts and commercial weather-warning and lightning monitoring devices or services are all tools that can be used to aid in the monitoring, notification, and decision-making regarding stoppage of play, evacuation and return to play.

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