



**2019 DIVISION II
SOFTBALL
CHAMPIONSHIP**

***HOST OPERATIONS
2018-19 MANUAL***

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Information in this document applies to regional, super regional and national championship site competition unless otherwise specified.

Introduction

On behalf of the NCAA Division II Softball Committee, thank you for being an important part of the 2019 Division II Softball Championship.

This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee and the NCAA. The primary objective of each individual involved in the administration of the championship shall be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and tournament attendee.

Definitions

Championship. Postseason competition conducted by the NCAA in a particular sport, in which eligible student-athletes and teams of active member institutions compete to determine the division champion (or National Collegiate champion in sports that do not have a separate division championship) in that sport.

Governing Sports Committee. The NCAA membership committee responsible for developing policies and procedures governing the administration and conduct of the championship under its jurisdiction, subject to the approval of the applicable division's governance structure and the requirements, standards and conditions prescribed by NCAA Bylaw 31.

Host Institution/Conference. An active NCAA member institution and/or conference selected to serve as host for a championship. The host shall administer the finances of an NCAA championship in accordance with the institutional/conference championship budget, as submitted during the selection process and approved by the governing sports committee.

Local Organizing Committee. A local organization formed in the city where a member institution/conference proposes to host an NCAA championship, to provide to the NCAA services and assistance in connection with the various activities related to the championship. The host institution/conference must be a part of the leadership of the LOC.

NCAA Championships Administrator. The staff member(s) representing the NCAA championships and alliances staff assigned to serve as administrator(s) for a championship.

Roles

Role of Governing Sports Committee

The NCAA's core purpose, values and envisioned future provide the framework for all actions in the committee's administration of the championship and its stewardship of the game. Within the framework and spirit of its charge, the governing sports committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the NCAA Division II Championships Committee and the NCAA Division II Management Council.

Role of Host Institution/Conference

The support, commitment and involvement of the host institution/conference, its key staff members and local media are essential elements in hosting a successful NCAA championship.

The host institution/conference is the local entity responsible for making arrangements for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship.

The responsibilities of the host institution/conference are defined herein. The games management, media and marketing activities associated with the competition are to be administered and approved by the NCAA staff on behalf of the governing sport committee.

The host institution/conference will work in collaboration with the NCAA staff to ensure that the mission of the championship is preserved. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, communication, promotion and marketing of the event, and fiscal responsibility.

The host institution/conference shall appoint staff members to assume the positions of tournament director and media coordinator.

Tournament Director. This individual shall be the director of athletics/commissioner of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director.

Tournament Manager. The tournament director shall appoint a knowledgeable person, preferably with experience in tournament administration and game management, to serve in this position. The function of the tournament manager is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of competition site arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA operations manual for hosts.

The tournament manager will also provide the NCAA with a post-championship evaluation including suggestions for future conduct of the championship.

Media Coordinator. The media coordinator, preferably the sports information director of the host institution/conference, shall work with the NCAA media coordinator or championships manager to ensure that the committee's policies regarding media are applied. Responsibilities may include planning and supervision of media work areas, coordination of all news conferences, statistical services and communications.

Role of NCAA

The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA groups, will lead the planning efforts, management and execution of all NCAA championships. The NCAA will oversee all aspects of the championship and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, hospitality functions and social events, on- and off-field entertainment, fan and sponsor events, television programming, youth events, as well as many other aspects.

The NCAA will work closely with the host institution/conference, competition venue and local organizing committee to ensure that the championship provides a positive and rewarding experience for student-athletes and fans.

Site Rep/National Committee Member. During the preliminary round(s) of championship competition, an NCAA site representative/committee member will serve as the primary ambassador of both the NCAA and the NCAA Division II Softball Committee. As such, NCAA site representatives/committee members are expected to conduct preliminary round championship competition according to the policies and procedures outlined in this manual, the Pre-Championship manual, and the Site Representative manual. NCAA Site Representatives are also responsible for conducting both the coaches and administrators meeting, and the officials' meeting before the start of preliminary round championship competition.

2018-19 DIVISION II SOFTBALL COMMITTEE

<p><u>ATLANTIC REGION</u> JOHN WILSON JR. Assistant Athletic Director Virginia State University P.O. Box 9058 Petersburg, Virginia 23831 Email: jwilson@vsu.edu</p> <p>Term Expires September 1, 2019</p>	<p><u>CENTRAL REGION</u> KRISTY BAYER Deputy Athletics Director/SWA Emporia State University 1 Kellogg Circle Emporia, Kansas 66801 Email: kbayer2@emporia.edu</p> <p>Term Expires September 1, 2020</p>
<p><u>EAST REGION</u> DEAN JOHNSON Head Softball Coach/Associate AD Caldwell University 120 Bloomfield Avenue Caldwell, New Jersey 07006 Email: djohnson@caldwell.edu</p> <p>Term Expires September 1, 2022</p>	<p><u>MIDWEST REGION</u> ROB FOURNIER Director of Athletics Wayne State University (Michigan) 5101 John C. Lodge, Matthaei 101 Detroit, Michigan 48202 Email: rob.fournier@wayne.edu</p> <p>Term Expires September 1, 2021</p>
<p><u>SOUTH REGION</u> PATRICK PEASANT Head Softball Coach/ Assistant AD Miles College 5500 Myron Massey Boulevard Fairfield, Alabama 35064 Email: ppeasant@miles.edu</p> <p>Term Expires September 1, 2021</p>	<p><u>SOUTH CENTRAL REGION</u> DONNA FIELDS Head Softball Coach/SWA St. Mary's University (Texas) One Camino Santa Maria San Antonio, Texas 78228 Email: dfields@stmarytx.edu</p> <p>Term Expires September 1, 2022</p>
<p><u>SOUTHEAST REGION</u> STACEY VALLEE Head Softball Coach/SWA Francis Marion University 4822 East Palmetto St. Florence, South Carolina 29506 Email: svallee@fmarion.edu</p> <p>Term Expires September 1, 2020</p>	<p><u>WEST REGION</u> BRANDON DAVIS, chair Senior Associate Director of Athletics San Francisco State University 1600 Holloway Avenue, Gym 208 San Francisco, California 94132 Email: brandondavis@sfsu.edu</p> <p>Term Expires September 1, 2019</p>

NCAA STAFF CONTACT INFORMATION

Molly Simons – championship manager Assistant Director, Championships & Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6785 Cell: 317-292-1808 Email: msimons@ncaa.org	John M. Kuzio Coordinator, Championships & Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6384 Cell: 317-440-1632 Email: jkuzio@ncaa.org
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SECTION 1 – Awards

Awards

Preliminary Rounds

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team's squad size (20) and one regional champion team trophy (super regional ONLY) to the tournament director before competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area.

Finals

MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks before the championship. (One national champion team trophy, 156 regional champion (bronze) team mini-trophies, 26 silver runner-up mini trophies, 26 champion (gold) individual mini-trophies, and 20 championship watches. Six additional championship watches will be shipped to winning team after the championship.). When the awards arrive, the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area.

No additional awards, unless otherwise approved by the championships manager, should be presented to the student-athletes and coaches of the participating teams.

Awards Ceremony

Regionals

The non-advancing team will receive 20 participant medals. There will be an on-field awards ceremony following the elimination games in the regionals.

Super Regionals

The non-advancing team will receive 20 participant medals. The advancing team will receive one team regional champion trophy. An on-field ceremony of the advancing team trophy and recognition of the non-advancing team will take place at each super regional site (weather pending). Please see Appendix A for announcement protocol.

National Championship

An awards ceremony will be conducted following the conclusion of each elimination game.

Personnel must be in place and alert to setting up the table for the ceremony without undue delay. A six-foot table should be used to hold the awards and should be appropriately draped. The following will be presented at the championship: 26 individual mini-trophies to all teams and one championship team trophy and 20 watches to the championship team (six watches will be ordered and sent following the championship).

There will be 26 regional champion trophies given to the non-advancing teams. The host and site representative need to ensure expectations related to the trophy presentations are communicated clearly to all participating teams and host site personnel (i.e., PA announcer, field crews, etc.). Please see Appendix A for announcement protocol.

Champions Locker Room Program

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Event 1 for T-shirts (jared.hunt@hanes.com) or Top of the World for hats (npokorny@towlicensed.com). Please contact David Clendenin, associate director of licensing, at the NCAA national office should you have any questions, 317-917-6496.

Elite 90 Award

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all of the other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach

of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Mr. Bedics or another member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution on the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner amongst their peers and fans of the championship. In addition, information about this award winner may be included in local press releases about the championship and in public address and/or video board announcements during the championship.

Award presentation

When determining the most appropriate time to present the Elite 90 award, the NCAA and host staff should evaluate the time and venue which will create the greatest impact and amount of exposure for the award winner while also appropriately honoring and celebrating their accomplishments. The presentation should be semi-formal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be visible, the announcement clearly audible and the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is listed below:

At this time, we would like to present the Elite 90 Award. This award was instituted to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 90 championships.

The recipient of the Elite 90 Award for Division X (sport) with a GPA of X.XXX in (major, is student-athlete and institution).

Presentation at the student-athlete banquet

This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the best forum for the award presentation and greatest exposure for the winner as it is the one time when all championship participants and administrators are gathered together in one place with a controlled, semi-formal environment complete with a sound system and set program. Presenting at the student-athlete banquet also alleviates any potential conflicts with the winning student-athlete's participation in or preparation for an NCAA championship event. Guidelines for presentation of this award at the student-athlete banquet are:

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA championships manager.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see student-athlete banquet page for sample run of show).
- The award should be presented after attendees have had a chance to finish their meals.
- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner Sports & Entertainment may be run as the individual is introduced.

- The coach of the winning student-athlete should be informed to help assure the winner's attendance.
- If a photographer is at the student-athlete banquet or championship, a photo should be taken of the recipient receiving the award. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento.
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet .

In-venue presentation

The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when the majority of participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete's participation or preparation for the championship. Examples could be:

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal which they are not participating in.
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.

Other in-venue recognition

If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Van Wagner Sports & Entertainment will provide the following standard PA announcement sometimes accompanied by a video board slide. The Championships Operations point person (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide (VWSE) the name of the winning individual and a headshot photo if a video board is used for the championship.

The Elite 90, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.

The recipient of the Elite 90 Award for the (list year/championship here: 2014 NCAA Division II Baseball Championship), with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: Jane Doe of State University).

Press release

On the day the winner of the Elite 90 award will be publicly recognized, the NCAA media coordination staff will send out a template of a standard press release to the sports information director of the winner's institution and to the NCAA championships manager. For selected championships, a press release will be written by a member of the communications or media coordination staff and be provided to national media by the NCAA public relations. If appropriate this press release may also be provided to the host for distribution to local media.

Social Media

The NCAA twitter account will promote the 90 winners after the on-site announcement has been made. Mark Bedics will work with the social media staff to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post.

For more information on the Elite 90 award winners, go to NCAA.com/elite90.

Participant Awards

Regional/Super Regional Rounds

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

National Championship Final Site

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete participation awards licensee.** The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship(s).

SECTION 2 – Band/Spirit Rules

Artificial Noisemakers

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

Music

The host institution is responsible for providing pregame music. Music should be clean and free of any profanity and is subject to approval of the NCAA site representative.

National Anthem

The “Star-Spangled Banner” (anthem) shall be played before the first game of each session.

When international NCAA member institution(s) are competing:

- The international NCAA member institution(s) national anthem should be played before the

- American national anthem;
- And, the international NCAA member institution(s) national flag should be hung at the same height and displayed in a similar location, where possible.

Color Guard (finals only). The host institution should provide a color guard for the championship. The color guard must be experienced at presenting the flags and old enough to understand the importance of the event.

Order of Pre-Game Anthem & Team Introductions (regionals, super regionals and finals).

- **If a color guard is available, use the following order for pre-game protocol:**
 - On-Field Team Introductions;
 - Color Guard Presentation;
 - International NCAA member institutions(s) national anthem (*if international NCAA member institution(s) competing*); and,
 - National Anthem.
- **If no color guard will be present, use the following order for pre-game protocol:**
 - On-Field Team Introductions;
 - International NCAA member institutions(s) national anthem (*if international NCAA member institution(s) competing*); and,
 - National Anthem.

SECTION 3 – Banquets

National Championship Final Site only. The host institution is allowed a budget for entertainment, subject to approval by the NCAA championship administrator. Host institutions are encouraged to seek sponsorship of any entertainment not allowed for in the budget from local chambers of commerce, merchants or other outside sources, but the NCAA national office must be notified of any sponsorship before the host institution making a commitment.

Officials shall NOT be included in any social event involving the participating coaches or players.

SECTION 4 – Broadcasting/Internet

Please go to <http://www.ncaa.com/media> for information regarding broadcast/Internet rights.

SECTION 5 – Commercialism/Contributors

Space Requirements

Activation of Corporate Champion and Corporate Partner Program. The NCAA may request/require that certain areas of the competition site be made available for use by NCAA Corporate Champions or Corporate Partners (CC/Ps) for the purpose of marketing/promotional events/activities. If such requests are made, the host institution will provide requested space or similar accommodations.

Local Organizing Committee Hospitality. If approved by the NCAA, the Local Organizing Committee (LOC) has the option to host specified events during the championship. Commercial identification of any kind at any LOC function is prohibited unless specifically approved by the

NCAA. The NCAA must approve all uses of NCAA logos, names, or other graphics (including school logos). The LOC shall submit detailed proposals (e.g. location, date, time, food and beverage, entertainment, budget), to the NCAA for review and approval at least 60 days in advance of the event. Any such events conducted are conducted at the LOC's expense.

Other Functions. To enhance the experience for participating institutions, fans, and alumni during NCAA championships, the NCAA (in conjunction with a third-party agency) may facilitate an official hospitality program in or outside of the competition site.

Premiums Guidelines

Competition Venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 120 days before the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.

Laser Pointers. Laser pointers of any kind.

Noisemakers. Artificial noisemakers of any kind including but not limited to, air horns, electronic instruments, inflatable noisemakers, etc. are not permissible. Facility personnel are responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

Promotional Items. Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises.

Signs, Flags, Banners. Large signs, flags or banners are not permissible. It is the facility personnel's responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted. In no case, may a sign, flag or banner be affixed to the facility.

Video Camera/Still Camera Policies. Ticketed patrons shall not bring video equipment into the facility on game days. Still cameras with a lens no longer than four inches are permissible on any day.

Commercial Identification, Signage and Official Marks

1. The competition site agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the competition site during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the competition site, institution or sponsoring agency shall be covered by the competition site at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the stadium proper shall be covered by the competition site at its expense, as designated by the NCAA.
2. The competition site shall not permit any temporary banners, signs, displays or advertising to

be posted, hung or displayed in the arena during any session of the championships, without the prior approval of the NCAA.

3. No advertisements shall be displayed in the stadium before or during the conduct of the championships, without the prior approval of the NCAA.
4. No advertisements shall be displayed on the press tables before or during the conduct of the championships, without the prior approval of the NCAA.
5. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.

NCAA Corporate Champion and Corporate Partner Program

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Turner and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

The host shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA corporate champions or corporate partners. All proposed commercial involvement must receive prior approval of the NCAA.

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 90 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

For more information and a current list of corporate champions and partners, please click on the following link: [NCAA Corporate Champions & Partners](#)

NCAA Trademarks

NOTE: These general guidelines do not include merchandise designs. All product designs must be submitted through the NCAA's licensing program administered by the Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff. [Click here for more information about the NCAA licensing program.](#)

1. ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.
2. [Click here for the most current list of NCAA licensed or owned trademarks.](#)
3. Downloads of NCAA logos may be obtained through the [NCAA Digital Library](#).
4. The NCAA's position on inclusion of ® and ™ marks is first and most prominent use.

The location of the trademark and how it is used is the primary factor in determining if a trademark symbol should be included in text. If the protected logo location is prominent and the primary focus on the page or product design, an ® or ™ in the text is not necessary.

However, if the logo location is placed lower on the page or is secondary to the message being delivered, an ® or ™ in the text or header (first use only) should be inserted.

5. In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as “N-C-two-A” or in any other fashion.
6. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).
7. There may be no registration of or use of NCAA marks within Internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: www.memberx.edu/ncaa.

Official Championships/Licensee Suppliers

The NCAA licensing program is designed to ensure the quality and consistency of all of the NCAA’s championship event merchandise, protect the intellectual property of the NCAA and our member schools, and generate revenue to enhance programs that support NCAA student-athletes.

Any premiums and/or other merchandise that bear NCAA marks, brackets, taglines or other NCAA references must be produced by an official NCAA Licensee or NCAA official equipment supplier. There may be royalties or other related costs associated with such items. If the NCAA is unable to identify a current NCAA licensee or NCAA official equipment supplier to provide a specific piece of merchandise, the NCAA will work to sublicense (on a short-term basis) a company that can provide the specific item.

For a list of NCAA licensees and official equipment suppliers click [here](#).

Temporary Promotional Displays

Unless otherwise reviewed and approved activations from official NCAA Corporate Champions and Corporate Partners, temporary promotional displays are discouraged on property at NCAA championships. Questions related to temporary promotional displays or activity may be directed to the NCAA Championships & Alliances’ Corporate Relations team.

Local Contributor Program

Currently, local non-CCP corporate entities are not permitted to utilize the NCAA’s registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).

Local contributors may only be referred to as “local contributors of the LOC”. Local contributors may not use the word “official”, “official sponsor of”, or “corporate champion/partner” in any manner. Local contributors will not receive any in-venue or on-site recognition/branding/exposure, with the exception of small signage in private hospitality locations; in the souvenir (print or digital) game program, and or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate Relationships staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.

SECTION 6 – Critical Incident Response/Emergency Plan

Preparation

The competition site liaison and host institution staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the game. Competition site management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to provide the following:

- Develop contact lists.
 - NCAA.
 - Local authorities and critical incident response team.
- Review emergency protocol before the start of the event.
- Identify chain of authority.
 - Incident Commander (second in command).
 - Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – Review plan with competition site manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorists’ actions.

In the event of a critical incident, contact the NCAA championship administrator immediately before any decisions are made.

Interruption of Game. The officials have the authority to interrupt play. If play is interrupted because of events beyond the control of the committee, it shall be continued from the point of interruption at a time determined by the committee. If necessary, the remaining schedule of games also shall be adjusted by the games committee. The committee should review the following procedures for interruption of a game:

Officials. Assure that the officials know the exact game situation when play was halted.

Student-Athletes and Coaches. These individuals should proceed to the dugouts or, on instruction from the NCAA staff or committee members, retire to the locker rooms or outside the stadium to await further instructions.

Power Source/Public Address. Competition site management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the competition area) it should be used so communication is not interrupted.

Responsibility. Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if play is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are players, coaches, officials or NCAA representatives to become involved in the removal of such persons.

Communication. A senior member of the competition site management and the senior law-enforcement officer at the site must proceed immediately to the press box with means of portable communication to and from other competition site staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and game officials must be kept informed throughout the delay.

Meeting. The committee chair, NCAA staff and game-management staff (competition site manager, game management liaison and senior law-enforcement officer) should assemble immediately at the press box to assess the situation.

Normal Conditions. The committee shall determine when conditions have returned to normal.

Resumption of Play. As soon as possible, play shall be resumed from the point of suspension. The games committee shall determine the revised schedule after consultation with the national softball committee. If possible, the contest should be resumed in the primary competition site. If necessary, the games committee has the authority to limit attendance to credentialed individuals, those on each institution's pass list, other individuals designated by each institution's director of athletics and required competition site operations personnel. Also, the games committee has the authority to reschedule the game or session in a nearby competition site (e.g., on campus or elsewhere in the city,) provided the alternate competition site meets the provisions of NCAA playing rules.

Spokesperson. The committee chair or his or her designee, working with the competition site management, the NCAA and, when appropriate, city, county, state and federal law-enforcement agencies, will serve as spokesperson in the event of an emergency.

SECTION 7 – Drug Testing

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

Drug Testing Expenses

The NCAA Championship Drug Testing Proposed Budget should be completed and submitted to Drug Free Sport, LLC. (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit the NCAA Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement. The proposed budget and invoice are located in the championship site coordinator manual.

NEW: Any collection, administrative and laboratory fees for drug tests (as requested by institutions or championship officials) that are not included in the approved championships drug testing plan will be invoiced to the institution.

Facility Specifications

Hosts must identify two separate testing rooms (one for each team) where drug testing will be conducted. The areas must have controlled access. Only those authorized by the drug-testing crew chief will be allowed in the area. Each room must accommodate the drug-testing crew, selected student-athletes and their institutional representatives. Each testing room must have fully equipped restrooms adjacent to or in close proximity to the testing room. These restrooms must be secure and closed to the public.

Host Notification

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport.

The tournament director and site coordinator will be notified no earlier than seven days before the start of the competition as to whether testing will be conducted.

Media Obligations

Each team is provided a postgame cooling-off period. At the conclusion of the cooling-off 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. Any student-athlete selected to participate in any postgame news conference is required to attend the news conference prior to checking in at the drug-testing venue. The student-athlete will be escorted to the drug-testing area after all 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 no later than immediately following the contest and all student-athletes selected for testing from that team must defer until the next morning. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than Noon (local time) at the original test site. The host must arrange necessary transportation for teams that elect to test the next morning, or for individuals being tested who need to remain at the facility after other team members have departed.

Participant Notification

Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

The drug-testing crew chief or designee will notify the participating team's representative no earlier than two hours before the start of competition that drug testing will be conducted at the site.

Seating

At team championships, escorts and the drug-testing crew may sit in the non-playing participant or overflow media seating areas on the days when testing occurs.

Site Coordinator's Responsibilities (Host)

The tournament manager is responsible for designating an individual, who has no other responsibilities in conjunction with the championship, to serve as the site coordinator for drug testing. This individual will work closely with Drug Free Sport and the drug testing crew chief. The site coordinator's responsibilities are outlined completely in the site coordinator's manual.

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide official travel party and drug testing contact information to the drug testing crew chief.
- **Couriers (individual/team championship).** The host will provide couriers (preferably women, since they should be the same gender as the student-athletes) to notify student-athletes of selection for drug testing immediately after the event for which they were selected. The courier must stay with and accompany the student-athlete to the drug testing area within 60 minutes of notification.
- **Championships Drug Testing Site Coordinator Manual.** The drug testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- **Escorts (team championships).** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.

- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
 - **Assistance.** Assist the drug testing crew chief during testing as directed.
 - **Confirmation.** Confirm receipt of the NCAA drug testing notification memorandum.
 - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug testing crew and other necessary drug testing personnel. Credentials should not reference drug testing, doping control, etc. If an affiliation must be listed on the credential, games management is preferred.
 - **Crew Chief.** Contact the drug testing crew chief assigned to the site to discuss logistics.
 - **Meet with Crew Chief.** Meet with the drug testing crew chief the day before the scheduled testing date.
 - **Plans.** Meet with the tournament manager to finalize plans.
 - **Invoice.** Submit drug testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
 - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug testing crew).** The drug testing crew is responsible for arranging their own transportation and lodging, but may request the assistance of the site coordinator.

SECTION 8 – Competition Site, Equipment & Space Requirements

Neutrality

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of players on programs and host institutional signage should not be used to create a "home" atmosphere. Traditional pregame or between-game activities are not permissible (e.g. tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.). Additionally, should the host team be eliminated prior to the last day of the regional, all efforts must be made to ensure the caliber of the event is maintained for all remaining teams.

Alcoholic Beverages and Tobacco Products

Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any Division II championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

Americans with Disabilities Act

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

Concessions

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

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas, except before games begin. During competition, selling is restricted to the arena concourse and established selling locations.

Decorating and Advertising

Banners inside competition site. The following banners are permissible inside the competition site:

- NCAA TV Banners.
- NCAA Radio Banners (*These may be used to cover non-permissible signage.*)
- NCAA Banners.
- Institutional banners with no corporate marks.
- Corporate signage if an NCAA Corporate Champion or Partner. Visit NCAA.org for a full list of current Corporate Champions and Partners.

Covering. The competition site shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area (i.e. any place that can be seen from the playing field or seats), including the scoreboard, during the championship session or practices, other than NCAA, TV partners and radio banners, as specified by the NCAA. No local/school radio banners are allowed.

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

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

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the competition site may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale on the concourse; or any public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming on request (regionals, super regionals and

finals).

Table Banner (generic for regionals and super regionals and site specific finals). The NCAA will provide one banner for the scorer's table/press box. The NCAA staff will consult with the tournament manager to determine the dimensions for the banners. No other ornamentation or signage is allowed.

Equipment

Scoreboard. Scoreboards shall display the names of the participating institutions rather than "Home" and "Visitors". If the scoreboard does not have the capability of displaying the teams' names electronically, printed generic home and away signs must be posted on the scoreboard.

Telephones. Telephone communication must be available for radio and television (if applicable).

- A covered three-sided press area must be provided.
- A minimum of two phone lines must be available for use at press row (radio/internet/phone/fax) if wireless access is not available on-site.
- A minimum of one phone line is recommended for use at press row (radio/internet/phone/fax) if wireless access is available on-site.

Timing Device/Clock. **Regional/Super Regionals** – the site representative will keep time at practices. **Final site** - Game clocks must be operational at all practice sessions, and host institution personnel must be on hand to operate the clock during practices.

Video Screens. If electronic video replay screens are available, they may be used at the competition site's expense. Replays of any game officials' calls are not permissible. Video screens may not display advertising.

Softballs. Each site will receive softballs from Rawlings for use at the regionals, super regionals and finals. Hosts should be prepared to have game balls on hand in the event that the ball shipment arrives late. The Rawlings softball is the official softball for the championship and must be used at all practice and competition sessions.

The NCAA will send seven (7) dozen balls to each regional site, four (4) dozen balls to each super regional site and 26 dozen balls to the championship site.

The winning team should be awarded two balls; the host institution may keep the remaining balls.

Beverages and Equipment (National Championship Final Site **ONLY**).

Equipment Information. The NCAA will provide certain championships relevant equipment (sidelines hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. The purpose of the equipment is to hydrate student-athletes for competition. Each championship will receive information from the NCAA pertaining to any equipment that will be provided. Following the championships, each host site will be required to provide the NCAA with a completed inventory sheet (template provided by the NCAA) and pictures for proof of performance.

Cups, Coolers and Water Bottles. Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. Only cups, cans, coolers or water bottles may be used

during championships that are provided by the NCAA. If applicable, the host may retain the coolers, cooler carts and ice chests after the competition. Reoccurring host sites are strongly encouraged to use the same equipment the following year unless otherwise notified by the NCAA. Participating teams may retain the water bottles and bottle carriers after the competition.

Sideline Equipment Hydration Program. Coca-Cola will provide a bottled water product (e.g., Dasani), BODYARMOR powder, and when applicable, BODYARMOR in bottles. Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice in the NCAA-provided equipment. Equipment carrying any branding other than BODYARMOR, however, will not be permitted on the sidelines during NCAA championships.

If a championship also receives BODYARMOR-branded squeeze bottles, they should be provided to student-athletes. Non-BODYARMOR-branded squeeze bottles brought by teams/student-athletes will not be allowed.

If the host has to provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas, etc.), the host must purchase and provide only Coca-Cola products (e.g., Dasani, BODYARMOR, Coca-Cola, Sprite

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonic) for any NCAA championship, even if the competition offers product for free or at a reduced cost. The championship budget will cover the purchase of Coca-Cola beverage products.

Preliminary-Round Sites NOT Receiving BODYARMOR-Branded Equipment and Product. The host institution may use items other than BODYARMOR-branded equipment. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

If the host has to provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas, etc.), the host must purchase and provide only Coca-Cola products (e.g., Dasani, BODYARMOR, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than BODYARMOR, as referenced above, must be absent of any commercial marks.

Use of NCAA-Provided Coolers from Previous Years. The host may use previously supplied equipment from the NCAA, specifically BODYARMOR, equipment with approval from the NCAA; however, unless approved by the NCAA (which is often possible), they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)]. Powerade equipment previously supplied from the NCAA should not be used.

Competition Site

All Rounds. The facilities used in the Division II Softball Championship must meet the requirements listed in the [2018 and 2019 NCAA Softball Rules and Interpretations Book](#) as well as the ones listed below.

Playing Area

Required (Regional/Super Regionals):

- The distance of the outfield fence shall not exceed 220 feet. Outfield fences shall be a minimum of 190 feet in left and right fields. For Division II, a fence 200 feet all around, if permanent, is acceptable. If a portable fence is used, it must be placed at a distance of 190 feet in left and right fields and 220 feet in center field. All portable fencing must be secured to prevent balls from rolling under. If a host's outfield fence does not conform to 190 feet in right and left fields and 220 in center field and a portable fence has to be used, portable pieces of fence may be used in the areas of the field where the field distance requirement has not been met (i.e., if the center field fence is 225 feet, but the lines are 190 feet, a piece of fence may be brought into the center field area to bring center field into compliance). **An institutional field with a 4-foot fence must be a minimum of 210 feet in left and right fields and 230 in center field, and it is highly recommended that a municipal field with a 4-foot fence used by the institution be at those same distances.**
- If due to inclement weather, it is determined by the NCAA site representative in consultation with the Division II Softball Committee Chair and NCAA championship administrator, games can be moved to a different field other than the one described in the bid process. If this move occurs, ALL remaining games MUST be played on the back-up field.
- It is required to have a six-foot, non-collapsible fence in the outfield for the finals. The fence may not exceed 220 feet, minimum of 190 feet in the left and right fields. For the regional and super regionals, permanent fencing is recommended but not required.
- Vertical backstop (with no hood), outfield fences and permanent sideline fences must enclose the playing field.
- A synthetic granular infield surface or dirt infield must be used. The outfield must be grass or grass-like synthetic surface.
- The distance from home plate to the backstop must be a minimum of 25 feet (maximum 30 feet).
- Dugout must accommodate 26 persons. Cups, water, ice and trash can should be provided in each dugout.
- Dugouts should be cleaned after each game.
- Dugouts must be covered and enclosed from the spectators. A temporary cover is permissible.
- If a host locker room is provided, similar space must be provided to visiting team(s). If a locker room is attached to a dugout and a similar facility is not accessible to visiting team dugout, the home team locker room within the dugout must not be used to preserve fairness and neutrality of the competition site.
- A designated, restricted and comparable area for stretching and throwing only will be provided to teams in the immediate proximity to the playing field.
- Bullpens must be similar in composition (dirt preferred) and similar in proximity from each dugout. Pitchers for subsequent games may have access to bullpens, with priority given to the game in progress.
- Foul poles must extend vertically upward at the point it intersects the home run fence. The foul pole must be white or optic orange.
- Priority will be given to hosts with lighted fields (or access to lighted fields), all other criteria being equal.
- Lighting recommendation is 150 foot-candles in the infield and outfield.
- A tarp, where applicable, should be available for inclement weather. The tarp crew should be prepared for tarping the entire field on short notice, and be able to accomplish this

without the assistance of participating teams.

- Guidelines for field maintenance by the grounds crew.
 - Mark field in accordance with all applicable NCAA softball rules.
 - Drag infield.
 - Level out batter's boxes and pitcher's area.
 - Water batter's boxes and pitcher's area, if necessary.
 - Re-mark batter's boxes and foul lines as necessary.
 - Rake to improve field of play as needed.
 - Clean dugouts.
 - Clean stadium.
 - An electronic scoreboard and public-address system (including a backup, if possible,)
 - Mark in catcher's box.
 - Tarp the field as appropriate or directed by the NCAA representative.
 - The field lines must be 4 inches in width.

Finals:

All of the requirements for regional and super regionals plus:

- National championship site must use a six-foot, non-collapsible outfield fence.
- Foul poles must extend vertically upward at the point it intersects the home-run fence. The color of the foul pole should be white or optic orange.

Facility

- The facility must be enclosed in order to charge admission and minimum seating should provide no fewer than 500 unobstructed seats.
- Concessions and an athletic training facility must be available on-site. If permanent facilities are not available, tents may be used to meet this requirement.
- Adequate restrooms must be on-site (portable or permanent) within 100 feet of the facility.
- An electronic scoreboard and public-address system (including a backup, if possible) must be available.
- A tournament hospitality room should be available. Also, designate an umpires' lounge.
- Allow seating for NCAA committee, umpires and liaison (15) on field and in press box.
- All on-site corporate signage must be covered.
- Adequate parking must be available on-site for teams, tournament personnel and umpires. Designate parking for NCAA committee, liaison and umpires.
- Locker rooms are not required. However, if the home team has a locker room, a comparable area must also be provided for the visiting teams.
- Hosts must provide, in the participant manual, a list of equipment available to all teams (i.e., screens, pitching machines, etc.) as well as a list of off-campus and/or rainy-day/indoor facilities.
- Two front-toss screens for teams to use during practice and warm-ups must be provided.
- A four-foot seating buffer must extend around the field where applicable.

Athletic Training

- Towels must be available for teams and umpires.
- Designate drug testing area should championship be selected.
- NCAA cups and coolers must be used at all times at the finals. For regionals and super regionals, plain cups and coolers must be used or covered.

Media

- Designate photo areas, coin flip area and team seating area.
- A covered interview area must be provided in a relatively quiet area (i.e., not in close proximity to player or media hospitality) that is secure and secluded from spectators and player hospitality.
- A covered three-sided press area must be provided.
- A minimum of two phone lines must be available for use at press row (radio/internet/phone/fax) if wireless access is not available on-site.
- A minimum of one phone line is recommended for use at press row (radio/internet/phone/fax) if wireless access is available on-site.

Security

- Implement security measures for restricted access areas (locker rooms, press area, hospitality, etc.).
- Implement crowd control procedures. At least one uniformed security guard should be at the facility during competition.

Auxiliary

- Personnel to shag balls during games.
- Designate an area for sale of championship merchandise.
- Appropriate maintenance staff must be on call throughout the championship. A cleaning staff, for all areas of the facility (e.g., restroom, stands, dugouts, concession area, etc.), is required to clean facility at least twice daily.

Competition Site Use

The competition site shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. two days (ONE DAY FOR REGIONALS AND SUPER REGIONALS) before the competition through the conclusion of the final game (i.e., Tuesday through Monday). All space shall be available and the competition site set up no later than 1 1/2 hours before the beginning of the first practice.

NCAA Space Requirements

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

Locker Rooms. Locker rooms are not required; however, if the host team has a locker room, a comparable area must also be provided for the visiting teams.

Implement security measures for restricted access areas (locker rooms, press area, hospitality, etc.).

Supplies. Each locker room must be clean and adequately supplied with toilet paper, water and ice, soft drinks (Coke products), grease boards, markers and erasers for all practices and games. The games committee will inspect the locker rooms before the first practice, where applicable.

Signs. Signs should be posted to identify the teams' and officials' locker rooms, where applicable.

Media Areas. A table must be available for the working press at the field. In addition, a telephone and a wireless connection at the site should be made available for the media. Statistics should be distributed as quickly as possible to the media after each game.

Refreshment Area. A refreshment area should be set up adjacent to or in the media workroom to accommodate the working press throughout open practices and competition. Only NCAA approved and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.

Postgame Interview Room. **Regional/Super-Regional** - The postgame interview room should be “dressed” appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; and (b) using draping on tables and other areas as necessary. **Finals** - In addition to the above items, (a) setting up a platform for the interviewees and moderator; (b) providing a riser for photographers and cameramen at the back of the room; and (c) providing a sound system.

Backdrop (Finals only). The NCAA will provide a backdrop with the NCAA logos to be hung behind the podium.

NCAA Committee/Games Committee Meeting Room (Finals). Room should be large enough to accommodate 15 people comfortably. This area needs to be close to the competition field.

Training Room. Provide a training room with necessary equipment, and staff it with the appropriate personnel before and during the games and practice sessions.

Parking

There should be enough parking spaces adjacent to the stadium for the committee, team personnel, game officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up passengers. Please ensure officials parking is designated yet no identifiers made available to public.

Video Recording

Designate a video recording area for teams and indicate its location on the competition site map included in the information packet. Make it clear to the coaches that they may only record their own games. Video recording for scouting purposes is not allowed. Parents and spectators can record games from anywhere in the stands without signing a release form or obtaining prior approval from the NCAA. No video recording from the dugout.

SECTION 9 – Financial Administration

Audit

Sites will be randomly selected for financial and box office audits following the championship.

The NCAA will make every effort to notify sites selected for audits within 30 days after the submission of financial reports but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all

expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information reported on the host financial report.

Approval of the Budget

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials and site representatives, if applicable. The proposed budget must be submitted and approved by the NCAA prior to the first date of competition of the championship. Additionally, best efforts should be made by the host to reasonably forecast expected ticket sales from the given championship.

The host institution is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, minor officials, police and security, promotion, publicity, advertising, meetings, banquets, medical staff. Other expenses not included in the original proposed budget must be approved in advance by the NCAA.

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the given championship for sales made by both the NCAA and the host at their given state and locality. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not for profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to provide an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

Financial Report

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, and must include payment of the amount due to the NCAA, within 60 days after the final date of competition at the site (if applicable). If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the "documents" tab as documentation supporting their revenue and expense figures.

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within 5 business days of the report being approved by the NCAA finance and accounting department.

Committee/Site Representative Expenses

The NCAA representative's hotel room and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. All other expenses (i.e., per diem, travel) will be paid directly by the NCAA.

Drug Testing Expenses

The budget for drug testing expenses should only be completed and returned to The Center if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](#) (NCAA.org/Student-Athlete Programs/Health and Safety).

Lodging Expenses

Lodging for officials, site reps and committee members must be budgeted and paid by the host institution. These expenses will be reimbursed via the final financial report. Everyone will be responsible for their own incidentals.

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

NCAA Representative/Softball Committee. The NCAA Division II Softball Committee will appoint NCAA representatives to serve as chair of the games committee. If those individuals do not live in the immediate area, you must make reservations for them at a nearby hotel and arrange to have the charges (which should be at a team rate and should exclude incidentals) direct-billed to your institution for reimbursement. These hotel accommodations should not be at the same location of participating teams. Please confirm the arrival date with the representative. Checkout likely will be the day after the competition concludes, but you should check with the representatives since they may want to drive home the same day the games end.

Participants

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA formula. The competing teams shall be responsible for their local transportation. Once the championship is completed, participating institutions should submit [online expense forms](#) to the travel group at the NCAA national office within 30 days of the competition. Please note, that if you host a championship, the submission of per diem and/or transportation reimbursement is a separate process and submission from completing the host budgeting and approval process defined above.

Transportation

Participating Institutions. The NCAA has contracted with GO Ground to provide ground transportation management for all NCAA team championships. GO Ground will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO Ground at 866-386-4951 to make arrangements for ground transportation needs. GO Ground will be responsible for communicating the arrangements to each participating institution.

Local Transportation for Teams. The host institution is urged to assist each team in arranging for local transportation (i.e., reserve team buses in advance or provide names and telephone numbers of companies that could be contacted).

The NCAA shall pay for the rental of cars for a predetermined number of game officials and the

NCAA committee representative(s). The championships staff will make all arrangements directly through Short's Travel and communicate arrangements to the individuals who have been approved to rent cars.

Parking. The host institution is responsible for securing complimentary parking at team hotels for team buses and any courtesy vehicles provided, if possible. The competition venue shall provide a designated complimentary parking area for team buses and courtesy cars at the competition venue.

SECTION 10 – Game Management

Electronic Transmission

The use of electronic audio or video devices that transmit information from any location in the competition site to the dugout is not permitted. No video to video; audio to audio; or video skill pictures. Electronic video devices may be used as aids for post-game analysis; video may be used between games of a match outside the bench area, playing area and spectator areas.

Cell phones and pagers are not allowed on the field but may be used in team areas for purposes other than coaching or scouting. Use of a cell phone camera in a team area is prohibited from the start of the pregame meeting until the game's conclusion. Statistical information may be entered into electronic equipment (for example, cell and smart phones, tablets, laptops) but may not be accessed or retrieved during the game.

Games Committee

The games committee shall consist of:

Regionals and Super Regionals: The national committee will designate an NCAA representative for each site. These representatives will serve as chair of the games committee, which also will be comprised of an institutional administrator from each team, the umpire-in-chief, the tournament director, and any additional persons deemed appropriate by the committee. The NCAA representatives will be instructed to contact the host before their arrival. Please determine the representative's arrival and departure times and if they will need lodging; in addition, review the tournament schedule, including meeting, practice and game times.

Finals: The games committee will be the NCAA Division II Softball Committee.

Public Address Announcements

Public-Address Announcer. The public-address announcer will follow the NCAA script for player introductions. [Appendix A]

Announcers should ensure neutrality for in-game announcements which is consistent with serving as an NCAA postseason host.

Game Announcements. Other than player introductions, game proceedings announcements are limited to (a) those of an emergency nature; e.g. (paging a doctor); (b) those of a "practical" nature (e.g., announcing that a car has left its lights on); (c) announcements that NCAA souvenir

merchandise, game programs and concessions are on sale in the competition site; (d) announcements of scores from another NCAA competition site; and (e) the paid attendance figure. It is not appropriate for the public-address announcer to provide information pertinent only to the host institution's activities unrelated to the tournament.

Site Representative. During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassador of both the NCAA and the NCAA Division II 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 Site Representative manual. NCAA site representatives are also responsible for conducting both the coaches and administrators meeting, and the officials' meeting before the start of preliminary round championship competition.

Tournament Director. The tournament director should serve solely in this capacity. He or she may not also serve as scoreboard operator, timer, public-address announcer, team administrator, etc. This is to ensure that he or she is able to oversee all aspects of the competition and be readily accessible to the committee liaisons.

Starting Times

The committee will approve all starting times. The host institution in consultation with the committee will determine order of games.

Times. Game times should be set a minimum of two and a half hours apart with the earliest game time set for 10 a.m. local time for a site without lights and 11 a.m. local time for a site with lights.

If the tournament schedule cannot be adhered to, time must be permitted for field maintenance and warm-up periods for both teams before the start of the next scheduled game.

Reference: Bracket section in handbook

Sports Information Director

The keeping of statistics is an integral part of the championship's success, and every effort should be made to provide an efficient crew.

Recommendations. Usually, the sports information director or an appointed designee will submit the final stat files to the NCAA stat site. **Copies should be available immediately following the completion of each game.**

Sportsmanship

All competing teams must line up on the baseline during the introduction of coaches and teams. Participants must go directly to the baseline during team introductions without touching any bases or home plate. Additionally, participants should not step on the chalk lines or touch the umpires.

SECTION 11 – Insurance

Liability

If event is held on-campus:

Host institution must maintain and provide proof of at least \$1 million of Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

If event is held off-campus:

Host institution must maintain and provide proof of at least \$1 million of Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

Venue must maintain and provide a minimum of \$1 million in Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured.

Notes:

1. All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

SECTION 12 – Lodging

For all NCAA preliminary round competition, the host institution/agency shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements. For finals site competition, the NCAA or its designee will make all lodging arrangements. The selected hotel properties shall be within no more than 30 miles of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations.

The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) where another team nor the game officials and

designated headquarters hotel. Teams choosing to relocate must seek approval from the hotel manager, tournament director and NCAA.

Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution.

Umpires' Lodging

Regionals and Super Regionals. Hotel expenses (excluding incidentals) for umpires required to stay overnight at the site shall be paid by the host institution and later reimbursed by the NCAA. For check-in/out, confer with the umpires.

Number of officials assigned at each site:

Regionals: Four.

Super Regionals: Three plus one alternate.

Finals: Six plus the Umpire-in-Charge.

FOR ALL ROUNDS: Umpires and NCAA committee representatives should not be housed in the same hotel as the participating teams unless there are no other accommodations available. At a minimum, they should stay on a different floor or wing of the hotel.

Team Lodging

Regionals and Super Regionals. Some of the visiting teams may arrive a day before regional practice, so availability of hotels in the area should be checked beginning with that date through the night when competition ends. Generally, each team will need **11 to 13 double rooms** and **two single rooms** (the official traveling party is 26 per team). Remember that as teams lose, they may leave; be sure to communicate this to the hotels so as not to incur attrition fees.

Merchandising

The hotel understands that the NCAA exclusively will have first right of refusal to sell products licensed by the NCAA for merchandising at the selected hotels. If the NCAA executes this right, the hotel agrees to provide space in its lobby, tables, electricity, dedicated phone line and a secure storage location for such sales at no charge to the NCAA merchandising agent. The NCAA guarantees that the merchandise will be displayed in a neat, professional manner.

In return, the NCAA merchandising agent will pay to the hotel a percentage of the net sales from the hotel location. Net sales are defined as gross sales minus sales tax and credit card fees. The percentage rate will be a pre-determined, non-negotiable rate included in the contract between the two parties, except as specified in the following sections.

SECTION 13 – Meetings/Schedule of Events

Local Organizing Committee Partnerships

We need your help to provide community engagement experiences for participating student-athletes, coaches in your communities. Community engagement represents a critical pillar in Division II's strategic positioning and emphasizes the relationship of athletics in strengthening

communities. Community engagement is at the core of the Division II championship experience.

Our ability to build and create successful community engagement events in your community around our National Championships depends largely on our successful partnerships with the Local Organizing Committee and/or Sports Commission.

Area youth and adults who interact with NCAA Division II teams during outreach events are then invited to attend championship events, often through complimentary admission. The objective of community engagement is to build relationships by bringing communities to experience Division II events, which also increases attendance and enhances the competitive experience for student-athletes. Those participating in outreach experiences are often invited into the championship as halftime performers, ball boys/girls and/or special guests in another capacity.

Division II governance funds a community engagement contractor to ensure a consistent community engagement philosophy and experience across each national championship final site. The contractor works with your local organizing committees and community groups on behalf of the championship sport manager, identifying shared experience opportunities and alleviating logistical burden from the sport manager. This contractor will communicate with your point person early and often in order to foster great community partnerships and events in held within our National Championships.

Pre-Tournament Meeting

The meeting is jointly conducted by the tournament manager and site representative. A mandatory meeting of the head coaches, umpire-in-chief and members of the games committee will be held before the start of the tournament. The director of athletics, senior woman administrator, or designated assistant or associate athletics director is required to attend the pre-tournament meeting and all competition in which the team participates. This person cannot be acting in a dual capacity as an individual member of the coaching staff, sports information director, or athletic training staff. The sports information director may attend the meeting but cannot be the designated administrator. **A \$200 fine will be assessed for non-compliance of this policy.**

Umpires Meeting

Before the first game, an umpires meeting shall be conducted to review NCAA policies and procedures to coordinate assignments and responsibilities, to review collegiate rules modifications and to explain expense and reimbursement procedures. The umpire-in-chief chairs the meeting of all umpires.

Schedule of Events

The committee representative, in conjunction with the NCAA, will approve the schedule of events.

SECTION 14 – Media/Credentials

All-Tournament Team

National Championship Final Site only. An all-tournament team will be selected at the national championship. Twelve players, including the most outstanding player will be selected. An all-tournament committee comprised of the NCAA Division II Softball Committee will conduct the balloting.

The announcement of the all-tournament team should take place immediately after the last game, according to the script provided.

Championship Records

NCAA championship records are available in PDF format at NCAA.org. Hover over the specific division and click on the statistics link. Click on the appropriate sport and scroll down to the records book section.

Credentials

Regionals and Super Regionals. The host institution is responsible for providing access to the facility for the 26 members of each official travel party, media, NCAA committee representatives, umpires and other game personnel. It is recommended that the official travel party be admitted via a pass list at a separate entrance and all others are issued a credential. The conditions on credential statement should be printed on the back. These should be provided to each participating team's administrator or coach at the coaches meeting. Additional institutional personnel over the 26 members of the official traveling party must purchase tickets.

The use of any other credential or entry badge is prohibited. Credentials are non-transferable.

Per Division II guidelines, the following individuals may be admitted free of charge to any round of an NCAA championship. Access may be granted via a pass list or via credential, whichever is appropriate for the situation.

- President (or designee) and guest.
- Director of athletics (or designee) and guest.
- Conference commissioner (or designee) and guest.
- Faculty athletics representative.
- Senior woman administrator.

National Championship Final Site only. The NCAA will print and send to the host institution all credentials for each team's bench personnel, the media, the committee, umpires and other tournament personnel, as necessary. Credentials are not transferable.

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

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

- Conference Offices. Two all-access credentials may be issued to full-time members of the host institution's conference office to each conference office who has a team

participating at the site. Staff members from other conferences shall not receive credentials unless they are serving as volunteer assistants for the host.

- Credentials List. During the administrative meeting, the media coordinator must submit a listing of all individuals receiving credentials to the committee representative.
- Drug Testing Team. In the event of drug testing, plastic credential badges will be issued for the drug testing team by The Center for Drug Free Sport staff. A minimum of 10 non-media seats shall be reserved for members of the drug testing team. Individuals serving in this capacity will be identified for the tournament manager at each site by the national office staff.
- Official Travel Party. The official travel party for the championship is 26.

Other Television. Television stations and/or networks will be limited to two credentials (one talent and one temporary television) unless a union contract dictates the presence of a sound technician.

Media. All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites and selected preliminary rounds sites.

Preliminary Rounds ONLY. If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at NCAA.com/media, should also be visible at credential pickup.

The following is a sample of the types of credentials that can be produced, if applicable:

- All Access – For event management-type people who need access to every area, including game surface.
- Event Management – For event management staff who does not need all access (based on space and demand, it may not be necessary to produce a staff and an all access pass).
- Media – For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only)).
- Participant – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- SID – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- Television Network – If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credential to allow them to specific places such as the truck compound.

It is up to the tournament director to determine which areas may be accessed with each credential type. Media credentials shall be issued according to the press criteria.

Printing (National Championship Final Site only). The NCAA will distribute 10 credential boards, print photography policies, news film and mini-camera policies, and the following types of credentials as approved by the NCAA Division II Championships Committee:

- | | |
|----------------------|-------------------------|
| 1. All-Access. | 10. Participant. |
| 2. Bench. | 11. Photo. |
| 3. Event Management. | 12. Security. |
| 4. Host/LOC. | 13. Sports Information. |
| 5. Media. | 14. Team Administrator. |
| 6. Medical. | 15. Team Personnel. |
| 7. NCAA. | 16. Television. |
| 8. NCAA Committee. | 17. VIP. |
| 9. Official. | 18. Volunteer. |

Press. Refer to media section of Appendix C for the media criteria.

Radio/Internet Audio Coverage. Radio broadcast rights and made-for Internet audio at any NCAA championship may take place only through advance written request and permission of the NCAA media services group. (Refer to <http://www.ncaa.com/media>.)

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto NCAA.com/media then click "Quick Reference Guide to Broadcast Rights."

Television Providing Play-by-Play (if applicable). A total of 50 credentials shall be provided to the entity televising the games and claimed in person by the producer. Please refer to the Media Services website at <http://www.ncaa.com/media>.

Softball Committee. Representatives of the national softball committee should be issued a credential that gives them all-access to the competition site.

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

Credential Boards

The NCAA will provide credential boards at all final sites. These are to advise security personnel at the competition venue which credentials are allowed into which parts of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

Credential Qualification and Acceptance

National Championship Final Site only. - Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to NCAA.com/media, which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, information on media parking, and how to order a phone line if they need to secure their own (whom to contact, price, etc.).

Regional/Super Regionals – Preliminary round site media coordinators should send a credential request form to members of the local media to determine who will be covering the event.

** Working credentials will not be mailed. The media coordinator should issue credentials individually at an appropriate site at the venue or at the designated headquarters hotel. A government-issued photo ID is required to pick up credentials. Credentials are non-transferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed.

Statistics

The host institution shall provide complete statistics of all NCAA championships competition.

Hospitality

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

Live Statistics

Refer to the Media Services website at <http://www.ncaa.com/media>.

Media Guides and Postseason Guides

The NCAA or host media coordinator should notify each school that qualifies for the championship how many media guides and/or postseason guides should be sent to the championship site. The media coordinator should provide an overnight address where the schools can send the information (their office or the facility) and a deadline as to when it should arrive. Consider security when selecting the location where these materials will be shipped.

Media Accommodations

Hotel. If necessary, the media coordinator should arrange for a block of rooms to be set aside for media, preferably at the headquarters hotel. Media members should be given a contact at the hotel whom they can call to make reservations; this can be listed on the credential application form along with the room rate and deadline for making reservations.

Meals. Media meals are not required at all championships. Disbursements should be guided by the budget which was originally submitted by the tournament manager and approved by the NCAA national office.

Parking. Media parking is desired at each site and required at most. The media coordinator should determine if it would be more effective to use parking passes or a parking list. If passes are used, the host institution must generate them. Media shuttle systems may also be used provided any costs are approved in advance by the specific sport committee and NCAA championships staff liaison.

Work Room. If necessary, a media work room should be designated at each site, where media members can file stories following competition. The work room should be equipped with telephones, high speed internet lines and/or wireless internet access. In addition, the room should have an adequate amount of seating and electrical outlets.

Each school's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

Media/Press

The host SID is responsible for the working pressroom at the competition site.

Equipment. A sign-up list should be posted for the media to include their requests (final box only, complete play-by-play, quotes, etc.). Fax machines should not be located in the interview area. In addition, an appropriate number of high speed lines/ wireless access should be installed for transmitting information.

Individual Telephones. Individual media representatives may order telephones at the media outlet's expense. Media coordinators shall coordinate these orders according to host institution/conference or competition site policy.

SID Needs. The host SID shall contact each SID representing a participating team at the site and request a delivery of media guides, statistics and other updated information to place in the pressroom before the team's arrival.

Copier. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The competition site will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. There will also be provided equipment operators and technicians to be available throughout the tournament.

Telephones. At each site, telephones may be installed in the designated working pressroom at the facility as a championship expense. The host SID shall determine the number of telephones required by evaluating the number of press credentials. To avoid conflicts with television and radio stations that have purchased rights to broadcast, only print media may have phones installed on press row. This specifically excludes radio or television stations wishing to provide updates from the site.

Internet. At each site, there should be a minimum of 2 ethernet connections or wireless (preferred) access.

Printers. At least one high-speed printer shall be available in the media area.

News Film and Mini-Cams

Please visit <http://www.ncaa.com/media> for updated information related to television, video and ENG policies.

News Conferences

The media coordinator, or a member of the coordinator's staff, shall attend all press conferences, including any conducted before the start of championship play. A media coordinator can decide to have a pre-championship news conference if the number of media or interest in the

championship warrants it. If a formal press conference will be held, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

SELECTED STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

(Note: In the event that a student-athlete has been selected for drug testing, all media obligations must be fulfilled before going to the drug testing center.)

1. **Team Championships with a Formal News Conference.** The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team's press conference. **(Note: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team.)**

It is mandatory for the head coach and at least one student-athlete to report to the press conference following the cooling-off period. However, media coordinators should request a minimum of two student-athletes. A coach can shorten the cooling-off period but cannot extend it.

As soon as one media member enters a locker room, it will be open to all media members. Locker rooms are open to the media for a minimum of 30 minutes, provided media are present the entire time.

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or Westwood One, but not school radio stations) before the press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

Moderator Duties

1. The moderator should give pertinent game statistics (i.e., innings pitched, big hits, game records) to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.
2. Sports information representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.
3. The moderator should open the press conference by asking the head coach for his/her opening statement.
4. After the coach's comments, the moderator should invite questions from media.

5. If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.
6. Limit the losing team to 10 minutes and the winning team to 20 minutes.
7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

Press Conference Setup. Each host media coordinator should designate an interview room or area at the facility, and an individual to coordinate the activities in it. The interview area should have a public-address system and an elevated head table.

Media coordinators should use an audio mixer (mix down unit) in the interview area to permit individuals using microphones to attach their equipment to it, eliminating the presence of audio equipment and/or operators in front of, or adjacent to, the speakers at the dais.

The following is a checklist of suggested minimum requirements for the interview room:

- Seating for a minimum number of media or VIPs (check with the previous host for an approximate number)
- Risers or an area with an unobstructed view for television cameras
- Table for a minimum of 4-6 interviewees
- Sufficient electrical outlets
- Sufficient lighting for dais and work spaces
- Mult box
- Wireless microphones

For selected NCAA championships, press conference backdrops will be sent to the institution, and microphone flags will be provided by the NCAA. Quotes shall be distributed to the media immediately following each press conference.

Officiating Questions

If it is deemed necessary to get an interpretation from an official regarding a specific play or occurrence during a contest, a “pool reporter” shall be named by the NCAA media coordinator or championships staff member, or in the absence of one, the host media coordinator. Interpretations are not given if the situation in question is a judgment call.

The pool reporter shall accompany a member of the sport committee to the official’s locker room to receive an interpretation in order to enhance the public’s understanding of activities that occurred during the contest.

In most cases, the head official will provide the interpretation on behalf of the officiating crew. In the instances in which a playing-rules liaison, secretary-rules editor or the coordinator of officials is onsite, they are able to answer the questions instead.

The host or NCAA media coordinator will be responsible for disseminating the information to the rest of the media present. In most cases, the media coordinator should designate either the reporter from the Associated Press or the local newspaper as the pool reporter.

Personnel

Each media coordinator is responsible for organizing workers to assist in the media operations of the championship. It is important to remind volunteers that they may see very little of the championship competition because of their responsibilities and the NCAA cannot pay any expenses. All volunteers should be a minimum of 16 years or older and may not be employees of professional sports organizations. It is preferred that all media coordination volunteers have experience with media relations or championships.

The number of workers will depend upon the media demand for the games at the site. Communication with the participating SIDs and the media coordinator's knowledge of the area media will help with advance planning.

The following is a basic list of duties for volunteers (if applicable):

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA - Announcer for fans.
- Internal PA – Announcer for the media.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Mixed Zone Coordinator – Coordinates interviews in the mixed zone in events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.
- Note Takers – Compiles worthy notes during and after the game or day.
- Photo Marshall - Makes sure photographers stay in appropriate places. Hands out photo armbands, if necessary.
- Press Conference Moderator - Introduces players and coach; directs questions from media.
- Quote Takers – Records postgame quotes from the press conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (e-mail, fax, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats.
- Team Escorts – People to escort the coaches and student-athletes to the postgame press conference.

Photographer

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space.

Photography

NCAA Photos will be on site for the final day of competition, unless otherwise specified. Hosts institutions are not required to have a photographer when NCAA Photos is not on site. An additional photographer may be hired by NCAA staff to shoot additional days and ancillary events, if the staff so chooses. For those instances, it is necessary to have the hired photographer(s) complete the photography services agreement.

All photographers will agree to the NCAA Championship Photography Terms and Conditions on requesting a credential; thereby agreeing to only sell NCAA Championship photos through the NCAA Photo Marketplace (www.NCAA.com/PhotoStore). Photo sells on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special NCAA-subsidized rate of \$15 per image and are bound by the following rights:

"For official NCAA member institution athletic department website and publications only. Other reproduction, distribution, and/or display print production is prohibited unless specified in writing."

Please email info@ncaaphotos.com with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos.

Anyone, with the exception of the NCAA membership, seeking a championship event photo must license it through Wazee Digital. To license an NCAA championship event photo, please visit www.NCAA.com/PhotoStore.

For additional questions regarding championship photography, please contact Levida Maxwell by email (lm Maxwell@ncaa.org) or phone 317-917-6356.

Photography Area Policies

The media coordinator shall be prepared to designate "photographer positions," should media requests warrant it. "Prime" positions should be rotated among members of the media. All special requests (i.e., placing a remote camera on the backboard) must be approved by NCAA staff or site representatives.

Postgame Interviews

All coaches and student-athletes must be made available for postgame interviews, immediately following the 10-minute "cooling off" period. Failure to do so may result in possible misconduct, as determined by the respective sport committee. This not only applies to formal news conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the news conference.

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

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

Competition Site Coordinator. Host media coordinators must designate an interview room at the competition site and an individual to coordinate the activities in it.

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

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

Order of Appearance. **Regionals and Super Regionals** – the winning team's coach/players will go to the news conference first followed by the non-advancing team's coach/players. At the **National Championship** the non-advancing or runner-up team's coach/players will go to the news conference first followed by the winning team's coach/players.

Players and Coach. The SID representing each participant shall escort the coach and players to the interview area.

Seat Assignments

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions.

Security

Security personnel should be instructed to protect the working media areas and interview area, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials.

Scout Video Coordinator

A scout video coordinator is permitted to film the game from an upper video position. (A credential also may be issued to a team videographer; see Section 14.24.) The scout video coordinator will receive a media credential, and may only film the game of the team represented by the video coordinator. Representatives of participating institutions may record the network telecast of any game at the site, using a video distribution outlet in the video distribution area. The institution must provide its own recording equipment.

Statistics Reporting to the NCAA

Each host should email the NCAA media coordination and statistics staff (ncaastats@ncaa.org),

the Stat Crew packed file from each NCAA championship game/match upon completion of each day of competition. On the final day, the e-mail should include the all-tournament and Most Outstanding Player selections.

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, www.NCAA.com. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary.

Institutions should send all information as follows:

- Email the information to ncaa-content@turner.com
- Specify the division, sport, round and region in the subject area
- Paste the text (official results, including date of competition, round, etc.) directly into the message box
- Attach HTML box score, if available.

Strobe Lights

Strobe lights for photography are administered and pooled at the discretion of the NCAA or host media coordinator.

A maximum of three sets of strobe lights may be installed at an arena for media agencies requiring immediate news coverage. Strobe lights for a conventional arena must not exceed 2,400 watt-seconds for each power pack, and the flash duration should be less than 1/1,000-second. A typical approved installation consists of four power packs with tube heads on each pack.

All hanging or installed strobes must be as close to the playing surface as possible, depending upon the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The committee representative or NCAA championships staff liaison will grant final approval relative to the installation of strobes.

Team Films/Video

Each participating team is permitted to tape all games at the site in which it is participating with a single camera and one person (video). The team representative is not permitted to have an assistant during filming. The host institution shall reserve space for two video cameras to shoot at one time.

Non-commercial Usage. Videos of any of the games of the championship procured by any participating institution, filmed by the institution or received from NCAA Productions, may be performed freely for the institution's own noncommercial purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

Restricted Space. On completion of the game being filmed, the representative will be required to immediately depart the area in order for other videographers to establish their shooting positions.

Team Practices

All Rounds

It is suggested that practice be arranged on a field other than the tournament field in the event that more than one game is to be played on a given day. All teams should be allowed access to practice facilities of equal quality beginning with the day immediately preceding the tournament and during the tournament.

It is suggested that batting practice be arranged on a field other than the tournament field in the event more than one game is to be played on a given day. Infield and outfield drill practices are not allowed until 30 minutes prior.

If a bullpen or batting cages are available on-site the facilities must be available to all participating teams no less than two-hours before competition.

Participating teams must be allowed to practice on the game field for a maximum one hour, weather permitting. In addition, a nearby practice competition site can be available for additional practice time. The NCAA representative will monitor practices on the competition field.

Be sure to build in transition time (approximately 10 minutes) into the practice schedule. Practices are closed (competition site permitting) and may not be used for scouting purposes.

Regionals/Super Regionals/National Championship Final Site. Practice will not be allowed on the game field beginning on the day of the opening game so that it may be prepared for competition. Practice will be scheduled for all teams on adjoining fields.

Telephones/Internet Policy

A minimal number of telephones should be installed in a designated media work room as a tournament expense if approved in advance. These phones should be limited to credit card, toll free, or incoming calls. The media coordinator should determine the number of telephones (if any) required by evaluating the number of media credentials.

Wireless internet access must be available at all championship rounds for media use. The host institution may NOT assess an additional "hookup fee" to any media agency. Any wireless charges should be charged to the host or reflected in the proposed budget.

Phones also may be installed in the press box as determined by the media coordinator. The media coordinator can either coordinate all phone line orders or provide the media with a telephone company contact for the site. If a media entity wants its own phone line, it shall be charged the exact cost of the installation. The host institution may NOT assess an additional "hookup fee" to any press agency. Any telephone line charges to the host or NCAA shall be reflected in the proposed budget.

Internet Live Statistics

The NCAA reserves the right to deny permission to produce live statistics for NCAA championship play. In the event the NCAA takes on the responsibility of producing a live statistical representation from an NCAA championship event, no other entity will be permitted to do so. Live statistics are considered a protected right as part of a bundled rights agreement, referenced above. For clarification purposes, a live statistical representation includes play-by-play, score

updates, shot charts, updated box scores, photos with captions, etc.

In the event the NCAA does not produce live statistics for a specific championship, the host institution is given priority to produce exclusive live statistics. The host institution will be given the same exclusivities the NCAA would reserve for its rights holder in such an instance.

Once it is determined that neither the NCAA or the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a non-exclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

In each case, no commercial advertising is permitted within the live statistics window, unless permission is specifically granted by the NCAA. Any questions pertaining to live statistics should be sent to Nate Flannery, NCAA director of digital and social media (nflannery@ncaa.org).

Championship Website Guidelines

NCAA.com will host all championship websites for final-round sites. The NCAA media coordination staff will provide a list of information that the host SID will need to provide for the site in question. For preliminary or regional round hosts that would like to develop their own championship websites, all content should be approved through Durenka Robie (drobie@ncaa.org; 317-917-6222).

Webcasting

The NCAA encourages all hosting institutions to provide live statistics/webcasting capabilities through NCAA.com. The host SID will be contacted by NCAA.com personnel to verify connections and feeds before each round to be hosted. A host planning to do either live stats or webcasting must do all games at the site and not just the host team’s games.

(Note: The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site. Beginning in 2019-20, all regional/super-regional hosts will be required to webcast all games.)

Apply for NCAA Internet streaming rights online at www.ncaa.com/rights-request. Questions about Internet streaming can be directed to Nate Flannery (phone 317-917-6523; nflannery@ncaa.org). See **Appendix N** for additional statistics/webcasting guidance.

SECTION 15 – Medical Procedures

Medical Procedures

Institutions and athletics health care providers should adhere to federal, state and local regulations; NCAA bylaws and sport playing rules; and the NCAA Sports Medicine Handbook. Athletics health care providers for the student-athlete should be appointed by and should report to institution administrators who are independent from coaches (e.g., health center, campus hospital/medical center, student affairs).

Medical Facilities

Ambulance Service. At the NCAA's expense, an ambulance shall be provided for event participants on game days. The ambulance should be equipped with advanced life-support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs, and emergency respiratory equipment).

Biohazard Cleanup. The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations. Assemble and maintain supplies for cleaning and disinfection of hard surfaces contaminated by blood or OPIM. Items include personal protective equipment (PPE) (gloves, goggles, mask, fluid resistant gown if chance of splash or splatter); supply of absorbent paper towels or disposable cloths; red plastic bag with the biohazard symbol on it or other waste receptacle according to facility protocol; and properly diluted tuberculocidal disinfectant or freshly prepared bleach solution diluted (1:100 bleach/water ratio). These kits should be placed on each team's cooler cart positioned at the end of the team benches.

General Public. The facility, at its expense, must provide certified medical personnel (independent of the competition medical staff) and a first-aid room for spectators on game days.

Hospital. The host athletic trainer shall identify a hospital, in close proximity, that will be available to participating teams and shall ensure that championship participants will be provided priority care and assistance.

Participants. Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution's athletic trainer) must be present for all practices and games at the facility. The training room must open a minimum of two hours before all practices and games, and remain open one hour after the conclusion of all practices and games. Two physicians (general practitioner and orthopedic surgeon) must be accessible by cell phone or pager during all practices and must be on-site during all games.

Supplies. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. This equipment should include, but is not limited to:

- Automated external defibrillator (AED),
- A bag-valve mask, advanced airway tools
- A spine board and other stabilization supplies for the head and neck
- Splints
- Immobilization splints
- Immobilizer/knee stabilizer
- Crutches
- Bleeding control materials, such as a tourniquet and large sterile dressings.
- Ice
- Blood-borne pathogen kit
- Moist hot packs
- Muscle stimulator
- Sharps kit/biohazard trash can
- Ultrasound unit
- Gurney
- First-aid equipment/athletic training supplies

- Suture materials
- Emergency eye care and dental equipment

Sports medicine providers should be trained to use emergency supplies.

Locker Rooms. The team locker rooms shall be equipped with hot hydroculators, biohazard trash cans and sharps containers. The sports medicine staff should be prepared to assist teams with cold baths, whirlpool tubs and exercise bikes. Each locker room or team bench should be equipped with similar equipment (if applicable).

Communication. The athletic trainer and physicians should be equipped with a means of radio communication.

Teams' Physicians. Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room.

Concussions

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

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

Medical Staffing

Host Medical Staff. It is the responsibility of the host institution/conference to provide medical coverage and care for participating student-athletes. In limited-access venues, the host medical staff will assess and remove from play student-athletes with injuries. Once removed, traveling medical staffs will have access to their student-athletes.

Travel Party. Medical personnel receive credentials for the championship as part of the normal institutional travel party. It is the responsibility of the participating institution to include medical personnel in their normal credential numbers. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits through institutional funds. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.

Access. Medical staff traveling with teams will have access to their team participants through the host medical staff, should an injury occur.

Communication. Contacting the host medical staff before arriving to the championship site is recommended. On arriving, understanding competition site access during the event will help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.

Portable Baths

Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championship. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between individual use, filtered and with proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency care plan in the event of an exertional heat injury.

SECTION 16 – Championship Merchandise/Licensing

Administration

The NCAA licensing department has oversight for the event merchandising program at all rounds and sites of NCAA championships. All licensing and merchandising questions should be directed to David Clendenin (317-917-6496; dclendenin@ncaa.org).

Availability

An online ordering system will be available to participating institutions interested in ordering Event 1, Inc., merchandise in advance of the championship. Orders will be shipped by Event 1 directly to the participating institution's campus.

General Policies

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 National Collegiate Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20 percent commission fee for providing these services. The 20 percent commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20 percent commission fee:

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
 - Merchandise made available for sale at all times during the event.
 - Each item neatly displayed with correct prices clearly marked.
 - Merchandise should be neatly folded at all times.
 - Neatly dressed personnel that are customer-oriented.
 - Skirted tables for display and checkout.
 - Display boards and grids to properly display product at all selling locations
 - Selling locations located in high traffic and easily located locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Keeping selling areas clean and neat at all times.
 - Re-stocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and phone line to support the merchandise sales effort at no cost.
 - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.
- k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by event 1, Inc., within two days of the conclusion.
- l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20 percent of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

The host institution/conference may not sell or allow for sale any merchandise that infringes upon the exclusive rights of Event 1, Inc.

Institutional Merchandise. A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship.

Reordering Process. The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

Event 1 will provide an event manual, which will include the contact information for the event coordinator assigned to the event as well as additional merchandising guidelines.

SECTION 17 – Officials

Confidentiality

Participating teams will be advised of the officials assigned to their competitions at the administrative meeting. The softball umpire program (SUP) is responsible for the assignment of umpires to tournament sites. The umpire-in-chief will meet with the officials (separately from the participants' meeting) to review their responsibilities and distribute the NCAA patches. Fees and per diem will be reimbursed after the championship via the NCAA reimbursement portal.

Hosts will be notified of umpire assignments once all umpires have confirmed availability. Once hosts receive the assignments, they should contact the crew to review pertinent information such as schedule and hotel accommodations.

Administration

The tournament director should notify all umpires of the following:

1. Time and place of the umpires meeting;
2. Game schedule; and
3. Location of and directions to the competition site.

In addition, the tournament director must determine if any of the umpires will need lodging.

Fees and Expenses

Payment of Umpires. Regional umpires receive a flat fee of \$670. Super regional umpires receive a flat fee of \$530. Final umpires receive a flat fee of \$1,000. The alternate umpire at super regionals receive a flat fee of \$200 plus per diem and mileage. Travel expenses for the umpires will be paid by the NCAA via ArbiterPay at the current NCAA rate per mile (maximum 1000 miles

roundtrip), not including local transportation. Umpires who receive approval for air transportation must make flight arrangements through the NCAA travel service, Short's Travel, 866-821-8547.

The umpires at each site will be paid \$45 per diem allowance for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure.

Official fees, per diem and travel will be paid by the NCAA via the ArbiterPay system.

Hotel

Please see the Lodging section of this manual for specific information on officials' lodging.

Meetings

An umpires meeting will need to be scheduled; for all sites, the meeting is usually held two hours before the first game of the regional or super regional. Reference Appendix F.

Selection

All umpires will be assigned by the SUP based on recommendations from the National Umpire Coordinator and site representative.

Tickets

Each official is entitled to purchase a minimum of two tickets to the competition (e.g., for family members or friends); the tournament director will administer this process. The officials themselves should be provided a credential for admittance.

Uniform

Umpires shall wear uniforms outlined in the NCAA Softball Rules and Interpretations book.

SECTION 18 – Participating Teams

Admittance to Competition site

Participating institutions must submit a travel party form to the softball committee at the mandatory pre-championship meeting. This list will provide the names of the teams' official traveling parties who should be admitted into the competition site. This list is limited to 26 individuals.

Participant Manual (FINAL ONLY)

The NCAA shall make available a participant manual to all schools under consideration for selection. The manuals shall provide details for championship and will be posted on the host institution's and NCAA's website.

Standardized Information Booklet for Participants (Regional/Super Regional)

Tournament directors shall compile an information manual for the visiting teams. The NCAA will

send a template to all potential hosts before selections. The tournament director shall notify participating institutions of key, time-sensitive information (e.g., hotel contacts, ticket information, practice times, etc.) immediately after selections.

Contents. This standardized manual should be “personalized” with the information specific to your situation. It is not necessary to repeat the manual policy statements applicable to each heading; the appropriate manual sections are referenced for the reader’s convenience, and repeating them would be an unnecessary duplication of effort and could result in inconsistency and errors.

Distribution. **Regionals** – the team manual must be electronically distributed to participating teams no later than noon on Monday following selections. **Super Regionals** – the tournament director must communicate electronically with each team no later than noon the day following regional round games to notify the institution how to access the super regional participant manual.

Team Hosts (FINALS ONLY)

Each team should be assigned a host or hostess to assist during a team’s stay. Team hosts will assist may assist with laundry, transportation, restaurant recommendations, etc.

SECTION 19 – Promotions and Marketing

Banners and Signage

All commercial identification within the competition area must be covered. Any signage promoting alcohol, tobacco or gambling must also be covered.

Competing institutions’ banners are not allowed on the playing field fence. They are allowed outside the playing field, subject to the approval of the games committee and host institution. Flags and banners should not obstruct the view of the fans.

Championship Logo.

The official NCAA championship logo is provided so that you may assist the NCAA in publicizing the championship. The logo should be used as a part of all materials that are produced to promote the championship. NCAA Championship logos are available online at www.ncaalogos.com. Please contact ncaachampspromotions@ncaa.org to obtain a password or to answer any questions concerning the NCAA logo library.

Signage.

Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners displaying NCAA logos in a variety of sizes.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences and banquets.

NCAA-produced signage materials may be reused at other championships. Before discarding

materials, please check with an NCAA championships representative. Materials containing NCAA marks and logos may not be sold.

The NCAA will provide details regarding specific signage for each round.

Contacts

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

Expectations

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

Marketing Plan

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championships Marketing contact. All marketing plans, marketing budgets and collateral must be approved by the NCAA Championships Marketing contact before implementation.

Marketing Collateral

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

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

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username, password and specific marketing budget allocated for the championship you are hosting. **The reimbursement amount is separate from and in addition to the marketing/promotions budget allocated by host institutions through**

the championship bid process. Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information.

Customizable artwork templates and marketing resources available on the NCAA Online Marketing Website include:

- PRINT
 - Poster
 - Print Ad
 - Table Tent
- DIGITAL
 - Email blast
 - Banner
 - Social Media Graphics
- OUTDOOR
 - Billboard
 - Banner
- RESOURCES
 - Marketing Best Practices
 - Social Media Guidelines

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

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

Collateral should not be created outside of the NCAA Online Marketing Website. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.

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

Television/Video and Radio Ticket Spots. The marketing website allows hosts of select predetermined championship sites to download TV, video, and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA Championship Marketing contact.

:30 Video/Television Spot

The NCAA creates TV/Video Spots for select championship sites and a limited number of predetermined regional rounds.

- All spots are available for download via the NCAA Online Marketing Website.

- Spots may be may be uploaded to websites, burned onto discs, or sent via email to other parties that may need them.
- Spots are provided in several formats to allow for use over a variety of platforms (e.g. websites, social platforms, TV commercials, videoboards, etc.).
- The video/television spot is available for download in the following file types:
 - HD: apple ProRes LT (104 mbps)
 - SD: dv25(25 mbps)
 - Web proxy: .mp4 (1.5 mbps)

:30 Radio Spot

- The NCAA creates radio spots for all predetermined championship final sites that are not sold out and for a limited number of predetermined regional rounds.
- The radio spots can be used on radio stations, websites, burned onto discs or emailed.
- The file format available for download is .mp3 (.32 mbps).

Social Media

The official NCAA social media pages and official hashtags can be found here:

<http://www.ncaa.org/socialmedia>

Host Promotion of Championships

Many hosts already have an established presence in social media. Examples are school, LOC, sports corporation, venue or city pages. These pages are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other's pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships Assistant Director of Social Media, cdion@ncaa.org.

A host should not create a social media account (Facebook page, Twitter feed, Instagram, Tumblr account, etc.) solely devoted to promoting an NCAA championship. These pages become outdated, distract fans from established pages and fracture the NCAA message.

Top 10 considerations when planning for social media event marketing:

- 1. Know your social media audience.** Utilize Facebook Insights to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
- 2. Know peak times for posting.** Research has shown that usage of social media peaks twice during weekdays: before people go to work and when they get home from work.
- 3. Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
- 4. Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
- 5. Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.

6. Be concise. This is required on Twitter (280 characters) but should also be used on Facebook. Get to the point within two sentences. Less than that, if possible.

7. Lead your video. You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.

8. Like or Follow people to help you. Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.

9. Keep it light. While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.

10. If you hesitate about posting something, you probably shouldn't. There are no re-dos in social media. A "delete" doesn't mean you can delete someone seeing it.

Please send direct questions to Chris Dion, cdion@ncaa.org, or send ideas or news to the general box, socialmedia@ncaa.org.

Applicable Marketing Bylaws

12.5.1.1.3 - Promotions Involving NCAA Championships, Events, Activities or Programs.

The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/12/04)

12.5.1.7 - Promotion of NCAA and Conference Championships. The NCAA [or third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/12/04)

12.6.1.2 - To Intercollegiate Event. A professional sports organization may serve as a financial sponsor of an intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. **[D]** (Adopted: 1/10/92, Revised: 8/5/04, 10/28/10, 6/22/11, 1/14/12)

13.4.3.2 - NCAA or Conference Championship Promotional Materials. The NCAA or a member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, conference, local organizing committee)] may produce and provide championships promotional materials to any individual or group, provided the materials: **[D]** (Adopted: 1/11/00 effective 8/1/00, Revised: 1/13/03 effective 8/1/03, 1/10/05 effective 8/1/05, 6/22/11)

(a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);

(b) Are not sent exclusively to prospective student-athletes;

(c) Are available to the general public; and

(d) Do not promote the institution's athletics program.

SECTION 20 – Practices

Administrative Responsibility

Each participating institution is required to have an administrator accompany the team to closed practices to ensure that only those individuals affiliated with the institution or designated by the coach (again, excluding media) are allowed in the closed practice. This individual may be a trainer, sports information director (SID) or other administrator, but not a member of the coaching staff or a student.

Alternate Practice Site

The host institution is not obligated to arrange for an alternate practice competition site for the visiting teams in the event they arrive early. Practice at an alternate site is permissible, but the visiting team is responsible for making these arrangements themselves.

It is suggested that practice be arranged on a field other than the tournament field in the event that more than one game is to be played on a given day. All teams should be accorded practice facilities of equal quality beginning with the day immediately preceding the tournament and during the tournament.

For regionals/super regionals. Competing teams must be allowed to practice on the game field for a maximum of one hour on the day preceding play, weather permitting.

Regionals/Super Regionals/National Championship. Practice will not be allowed on the game field beginning on the day of the opening game so that it may be prepared for competition. Practice will be scheduled for all teams on adjoining fields. All practices on the game field will be closed, facility permitting. Practices cannot be used for scouting.

Weather Alternate Location. If due to inclement weather, it is determined by the NCAA representative in consultation with the Division II Softball Committee Chair and NCAA championship administrator, games can be moved to a different field other than the one described in the bid process. If this move occurs, ALL remaining games MUST be played on the back-up field.

SECTION 21 – Programs

Digital Programs

This championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days before the first day of the event.

All digital programs available can be found at <http://www.ncaa.com/gameprograms>.

Content/Editorial.

IMG College Responsibilities

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

Host Responsibilities

Media contact should provide IMG College with text and photos for editorial pages about host institution/venue/city, if requested by IMG College.

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Doug Iler (doug.iler@img.com).

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

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

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

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

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

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

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

SECTION 22 – Safety and Security

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are

strongly encouraged to refer to the Best Practices located at [http://www.ncaa.org/sites/default/files/Best Practices for Venue Safety and Security.pdf?division=d2](http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2) when developing a safety and security program.

The suggestions outlined in Best Practices for Venue Safety and Security are based on practices that are employed by competition venues across the nation. The need and ability to implement them at each facility and event will vary. Properly trained and equipped personnel constitute the primary element of implementing a successful safety and security program.

Best Practices for championships competition venue safety are intended for guidance purposes only; they are not a requirement under NCAA or other regulations or legislation. In addition, because of the wide variety of designs and sizes of competition venues; and composition and profile of particular events, not all Best Practices will be reasonable or applicable.

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact information form. Items must be submitted once the opportunity to host has been awarded.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

Crowd Control

The tournament manager must review crowd control policies with the committee liaisons and is responsible for strict enforcement of these policies. Ultimate responsibility for crowd control lies with the host institution.

Personnel

Adequate uniformed security (not necessarily uniformed police) must be provided for the teams' and officials' locker rooms, news conferences and working press areas, postgame interview room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

Security personnel should be instructed to protect the press conferences and working press areas, especially immediately before and after each game, and to limit access in all restricted areas to individuals wearing credentials. Security personnel and the NCAA committee member(s)/game representatives(s) should ensure that coaches and student-athletes move efficiently from their respective dugout to the cool-down area, and then from the cool-down area

to the press conference. Interaction with parents and fans should be minimized until the conclusion of the cool-down period.

Emergency Plans. Competition site management must have specific written policies and procedures outlining the competition site's emergency/evacuation plans and plans for assignment of security officers in and around the competition site. The NCAA representative and tournament manager should meet with security personnel to discuss existing security procedures and review potential security threats; review the competition site to determine potential security problems, and discuss the emergency/evacuation plan.

Local Spokesperson. The host institution, working with competition site management and Federal, state, county and city law-enforcement agencies, shall designate one individual to coordinate security efforts and serve as a local spokesperson during an emergency.

Nonpermissible Items.

The tournament manager and competition site staff are responsible for enforcing the NCAA's policies described on each ticket back or distributed at the point of purchase. The competition site shall encourage patrons to return non-permissible items to their automobiles. Also, an area shall be established for the checking and securing of such articles at the patron's expense.

Spectator Photography/Video Cameras

Flash photography is prohibited; however, video cameras are permissible by spectators. Fans must remain in their seats and not obstruct others' view.

SECTION 23 – Tickets/Seating

Email Databases

The NCAA owns and Turner Sports retains the exclusive right to any NCAA email databases. A championship host (including venue operators) may collect email addresses as a part of its efforts to market/promote and sell tickets to an NCAA championship. Any email addresses collected by a host must be sent to the NCAA within seven business days of a request or within 30 days following the conclusion of the championship if no request has been made. The NCAA retains the right to withhold any honorarium associated with hosting the championship until it has received all email addresses collected as part of marketing/promoting or selling tickets to the championship.

Any email marketing should include opt-in language for receiving more information from the NCAA.

A host institution/conference is permitted to merge any collected email addresses into its own database at the conclusion of the championship. However, a host may not use or create a specific database from email addresses collected as part of its championship hosting obligations.

Printing Tickets

The committee, before the printing or distribution of tickets, must approve the location of all team tickets and seating for bands and spirit squad.

Promotions

The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA.

Group Sales Opportunities. Hosts may sell discounted ticket packages to groups. Group sales programs and ticket prices must be approved by the NCAA.

Breaking of Ticket Books. All-session ticket books can be broken and sold as single session tickets, if approved in advance by the NCAA.

Use of Promotional Tickets. When tickets are used in radio giveaways, the following guidelines apply:

- There may be no implied sponsorship of the championship or contest by the radio station or another corporate entity, with the exception of official NCAA Corporate Champions/Partners.
- Use wording like this when there is no NCAA Corporate Champion/Partner involved: “Be the fifth caller to the radio station and win two tickets to the NCAA championship hosted by the Big 12 Conference March 30 and April 1.”
- Use wording like this when there is an NCAA Corporate Champion/Partner involved: “Enter the (Corporate Champion/Partner Name) Women’s Basketball Ticket Challenge. Tune into WXYZ for a chance to win tickets to the NCAA championship hosted by the University of Washington March 19 and 21.”
- Wording like this is unacceptable: “WXYZ offers you a chance to win tickets to the NCAA championship in the WXYZ morning trivia contest.”

Ticket Donation. Host institutions/conferences should distribute a mailing to the local parks and recreation department(s) soliciting donations for the purchase of tickets for children who participate in recreational programs.

Ticket Mailings. Host institutions/conferences should send ticket information to the following groups:

- Booster club members
- Season ticket holders
- Previous year’s ticket holders of postseason competition, if applicable
- High school coaches in the area
- Local chamber of commerce and merchants
- Host institution’s faculty, staff and students
- Local youth-group leagues

If a host plans to distribute flyers, in addition to those produced by the NCAA, or to transmit ticket information via an email blast, the material must be approved in advance by the NCAA staff.

Ticket Backs

Commercial identification on ticket backs to offset printing costs is permitted; however, the NCAA staff must approve all designs. Identification is limited to one logo or the name of the commercial entity.

Computerized Tickets. Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.

Coupons. Under no circumstances may a “coupon promotion” be included as part of the ticket or ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).

Ticket Back Disclaimer Language. See Appendix K for language that must be on the ticket back.

Drug Testing Crew. Reserve seats for members of the drug testing crew, in an area approved by the NCAA. Members of the drug testing crew will have a special credential [provided by The Center for Drug Free Sport, Inc.] that will admit them to the competition site, locker rooms and drug testing site.

Officials. Reserve seats for the non-working umpires.

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

Public. Any spectator entering the competition site must have a ticket (children age 2 and under are admitted free with a paying adult). Standing-room only tickets are not permissible.

Non-Participating Teams

Complimentary seating should be provided to institutions during contests they are not participating in.

Ticket Sales

Since all members of the general public must have a ticket in order to enter the competition site, a minimum number of ticket windows must remain open until the conclusion of the event.

Special Ticket Plans. Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved in advance by the NCAA national office.

Ticket Prices. Minimum ticket prices are as follows (tickets must be purchased as a package until the day of the first game); the host institution may charge more if appropriate for the particular market:

Regionals/Super Regionals. \$5 general admission, \$3 for student and senior citizens and \$2 for children 3 to 12 years of age, children 2 years old and under are admitted free with a paying adult.

National Championship. \$10 general admission, \$6 for student and senior citizens and \$3 for

children 3 to 12 years of age, children 2 years old and under are admitted free with a paying adult.

SECTION 24 – Transportation

Participating Institutions

The NCAA has contracted with GO Ground to provide ground transportation management for all NCAA team championships. GO Ground will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO Ground at 866-386-4951 to make arrangements for ground transportation needs. GO Ground will be responsible for communicating the arrangements to each participating institution.

Review the Reference Guide document for information on arranging ground transportation for NCAA championships at: <http://www.ncaa.org/championships/travel/championships-travel-information>.

Parking

The host institution is responsible for securing complimentary parking at team hotels for team buses and any courtesy vehicles provided, if possible. The competition venue shall provide a designated complimentary parking area for team buses and courtesy cars at the competition venue.

SECTION 25 – Volunteers

Goals and Recruitment

A volunteer program for the championship should be implemented to accomplish the following goals:

- Provide an enthusiastic and warm welcome to participants and guests;
- Answer questions and provide information to visitors;
- Contribute to the general excitement surrounding the championship; and
- To assist the LOC with championship operations.

Volunteers must be 18 years of age or older and must sign a volunteer release waiver. Individuals with driving responsibilities MUST be 25 years of age or older.

Student-athletes or prospect-aged individuals MAY NOT be recruited in any way different than general public volunteers. The Local Organizing Committee (LOC) cannot make a specific volunteer presentation to student-athletes of the host institution/conference. Student-athletes and prospect-aged individuals may apply to volunteer in the same manner as individuals from the general public. Student-athletes and prospect-aged individuals must be selected by the same criteria as the general public applicants.

The NCAA may request additional volunteers from the LOC as necessary.

Recognition

On receipt of a list of key volunteers (maximum of 25 individuals) provided by the LOC, the NCAA shall prepare an appreciation certificate for each volunteer included on the LOC's list. This process may be initiated at any time in order that the certificates may be presented at a volunteer recognition event.

Volunteer Apparel (Final Site ONLY)

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. Main Gate and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2018-19 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

The championship logo and the licensee's mark will be placed on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2 ¼ inches square.

The LOC will distribute uniforms during the required volunteer training sessions to ensure each volunteer's commitment. When ordering uniforms, the LOC will ensure that apparel includes women's styles and sizes.

The games management staff, media coordination staff and host media operations staff should be included in overall volunteer numbers and should receive volunteer apparel.

Note: Hosts shall work in collaboration with the championship administrator on the selection, ordering and distribution of volunteer apparel.

Waivers

Each volunteer must sign a waiver of liability before the start of the championships (see Appendix L). If there is a written agreement governing volunteer service, a release component must be added if one does not already exist. After the championship, all waivers shall be collected and kept on file, in case requested.

**DIVISION II SOFTBALL CHAMPIONSHIP
HOST OPERATIONS MANUAL
APPENDIXES TABLE OF CONTENTS**

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Revised 3/5/2019

ANNOUNCER'S INSTRUCTIONS

Pregame Protocol

[See sample script Supplement No. 1 at the back of this appendix.]

1. Welcome.
2. Introduction of teams:
 - a. Regional affiliation;
 - b. Win-loss record;
 - c. Location; and
 - d. Number of NCAA championship appearances.
3. Introduction of teams (visiting team first):
 - a. Nonstarters in numerical order;
 - b. Starters in batting order;
 - c. Support staff; and
 - d. Coaching staff (head coach last).

[Note: Each team will line up on the baseline in front of respective dugout, with the first player named lining up nearest home plate (first for visiting team and third for home team); the last person named will be closest to the base. The first team introduced will face its dugout until entire team is announced, and then it will turn to face opposing team.]

4. Introduction of umpires for the game by position (umpires will stand behind home plate).
5. National anthem (only for first game of session). Teams and umpires will turn to face the flag, wherever it is. Anthem should be introduced as follows: "And now to honor America, please rise"
6. If a color guard is present, the PA announcer should remind fans and teams to remain standing until the color guard has exited the field.
7. READ CROWD CONTROL STATEMENT, located at the end of this appendix. If national anthem is not played, read crowd control statement prior to first pitch.

End-of-Half-Inning Announcements

After each half-inning, the following will be announced:

1. Number of runs, number of hits, number of errors and number of players left on base.
2. After "X" number of innings, the score is "X to X."
3. And, now, coming to bat for "name of school" is "position and name of batter."

End-of-Competition Announcements

Game pairings and times for next session.

Announcement for Awards (Regionals) Non-Advancing Teams

Ladies and gentlemen, your attention please. At this time, we would like to recognize the participants of the 2019 (region) Regional.

Presenting the participant medallions is _____ <enter site rep name and institution>.

From the [non-advancing institution name].

[Call players one by one to accept participant medallions - announce name and position. As one player walks away, the announcement of the next player should take place.]

Congratulations on a great season! Let's give all these outstanding student-athletes a round of applause.

[Announce next game time and match-up. (If applicable) Allow teams enough time to clear the field.]

Announcement for Awards (Super Regionals)

Ladies and gentlemen, your attention please. At this time, we would like to recognize the participants of the 2019 (region) Super Regional.

Presenting the awards is _____ <enter site rep name and institution>.

First for the [non-advancing institution name].

[Call players one by one to accept individual awards - announce name and position. As one player walks away, the announcement of the next player should take place.]

And now, it is our pleasure to present the award to the 2019 (region) Region Champion, [institution name].

Will the head coach and team captain please come forward to accept the _____ region trophy.

Let's give all these outstanding student-athletes a round of applause.

Ladies and gentlemen, thank you for your support of NCAA softball.

[Allow teams enough time to clear the field.]

Announcement for Awards (National Championship Site—Elimination Games)

Ladies and gentlemen, your attention please. At this time, we would like to recognize the 2019-_____
_____ region champions.

Presenting the trophies is _____ <enter committee member name and institution from that region>.

From the [eliminated team name].

[Call players one by one to accept trophy - announce name and position. As one player walks away, the announcement of the next player should take place.]

Congratulations on a great season! Let's give all these outstanding student-athletes a round of applause.

[Announce next game time and match-up. (If applicable) Allow teams enough time to clear the field.]

Announcement for Finals - Championship Game

Ladies and gentlemen, your attention please. It is our pleasure to present the awards ceremony for the 2019 NCAA Division II Softball Championship.

First, let me introduce the members of the NCAA Division II Softball Committee. [List each member and region, announce chair last.]

John Wilson Jr. from Virginia State University, representing the Atlantic region.

Kristy Bayer from Emporia State University, representing the Central region.

Dean Johnson from Caldwell University, representing the East region.

Rob Fournier from Wayne State University, representing the Midwest region.

Patrick Peasant from Miles College, representing the South region.

Donna Fields from St. Mary's University (Texas), representing the South Central region.

Stacey Vallee from Francis Marion University, representing the Southeast region.

And chair of the committee, Brandon Davis from San Francisco State University, representing the West region.

At this time, it is our pleasure to introduce the 2019 NCAA Division II Softball Championship all-tournament team. [See sample script Supplement No. 3 at the back of this appendix.]

At [position] from [institution] [year] [name].

Now let us recognize and congratulate the two teams in this year's championship game.

The 2019 runner-up is [institution name] coached by [name].

[Call players one by one to accept individual awards - announce position and name.]

And now, the 2019 NCAA Division II Softball champions, from [institution name] coached by [name].

[Call players one by one to accept individual awards - announce position and name.]

Will [names designated on awards form] please come forward to accept the team trophy for [nickname].

Let's give all of these outstanding student-athletes a round of applause.

CROWD CONTROL

The responsibility for crowd control rests with the director of athletics or designated representative of the host institution. Host institutions should provide a copy of their evacuation plan as well as other crowd control measures for review by the sports committee. The directors of athletics of the competing institutions are expected to communicate with their student-athletes and other fans to encourage enthusiastic support within the confines of good sportsmanship.

Host institutions must provide adequate security and ushers, preferably in uniform, for effective crowd management. Attention should be given to seating arrangements that will alleviate crowd control problems. In addition, evacuation and emergency plans should be in place and should be reviewed with the games committee.

The tournament manager, or a designated representative shall be prepared to use the public-address system at the first sign of unsportsmanlike crowd behavior and request cooperation in maintaining proper playing conditions. However, the following announcement should be made prior to the start of the event:

"The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited."

Artificial Noisemakers. Artificial noisemakers, air horns and electronic amplifiers shall not be permitted and such instruments shall be removed from the playing and spectator areas. Band, or any component thereof, shall not play while the game is in progress. The tournament manager shall be responsible for enforcing these provisions.

Tobacco Products and Alcoholic Beverages. Alcoholic beverages and tobacco products shall not be sold or otherwise made available for public consumption at any championship event sponsored by or administered by the Association, nor shall any beverages or products be brought to the site during the championship (i.e., during the period from the time access to the site is available to spectators until all patrons have left the facility or area used for competition).

Flash Photography. Flash photography shall only be permitted between innings.

Softballs Hit in Stands. All softballs hit outside the field of play shall be returned to a member of the softball committee.

NATIONAL CHAMPIONSHIP PREGAME ANNOUNCEMENT FORM

Good afternoon/evening, ladies and gentlemen, and welcome to game #_____ of the NCAA Division

II Softball Championship here at _____ in
(Name of Stadium)

_____, _____.
(Host City) (State)

Today's contest is between the _____ regional champion _____
and the _____ regional champion _____.

First, let's meet the visitors. The _____ of _____ with
a record of _____ & _____ from _____.

First, your roster players (*read in numerical order*):

[See institution's game program.]

And now your starting lineup (*use official starting lineup*):

[*Read in order by position—use number and name.*]

[illegible]

Assistant coaches for (visitors) _____

At 3rd base: _____

Pregame Announcement Form

Page No. 3

And behind home plate: _____

And now to honor America, please rise for our national anthem. (*Only first game of day.*)

And now game _____ of the NCAA Division II Softball Championship.

IF NOT ALREADY DONE, READ CROWD CONTROL STATEMENT AT THIS TIME.

AWARDS RECIPIENT FORM – PRELIM ROUNDS

INSTITUTION _____

Please list the 20 individual award winners who will receive participant medals at the awards ceremony.

LIST THE INDIVIDUALS IN THE ORDER YOU WISH THEM TO BE CALLED.

Please return to the NCAA Division II Women's Softball Site Rep at the coaches meeting.

	Position	Year	Name	Phonetic (Name)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Designate person(s) to accept the team award
(super regional only)

AWARDS RECIPIENT FORM – FINAL SITE

INSTITUTION _____

Please list the 26 individual award winners who will receive awards at the awards ceremony.
LIST THE INDIVIDUALS IN THE ORDER YOU WISH THEM TO BE CALLED.

Please return to the NCAA Division II Women's Softball Committee at the coaches meeting.

	Position	Year	Name	Phonetic (Name)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.	Head Coach			

Designate person(s) to accept the team award _____

ALL-TOURNAMENT TEAM ANNOUNCEMENT FORMAT

[See sample ballot Supplement No. 4 at the back of the Appendix.]

And now, it is our pleasure to introduce the 2019 NCAA Division II Softball Championship all-tournament team.

At _____ from _____, _____,
(position) (institution) (year)
_____.
(name)

Let's give all of these outstanding student-athletes a round of applause.

ALL-TOURNAMENT TEAM BALLOT*(A copy of this completed form should be given to Molly Simons.)*

Position	Institution	Year	Name
Pitcher:			
Pitcher:			
Catcher:			
Infield:			
Infield:			
Infield:			
Infield:			
Outfield:			
Outfield:			
Outfield:			
At-Large:			
At-Large:			
At-Large:			
*MOP:			

* MOP to be selected from one of the 13 names listed above.

GUIDELINES FOR FIELD MAINTENANCE

Between games, arrange for necessary maintenance as follows:

- _____ 1. Drag infields before each game.
 - _____ 2. Level out batters' boxes and pitchers' area.
 - _____ 3. Water batters' boxes and pitchers' area, if necessary.
 - _____ 4. Rake to improve field of play as needed.
 - _____ 5. Water infield, if necessary.
 - _____ 6. Be prepared to tarp field.
 - _____ 7. Allow ten minutes to drag main field between each practice.
- The field maintenance supervisor may not be a coach of a participating institution.
 - All field maintenance should be approved by the NCAA representative.

NCAA DIVISION II SOFTBALL CHAMPIONSHIP**MEDIA CHECKLIST**

1. Pre-Tournament Publicity.
 - a. Review “Radio” and “Rules” sections of championships handbook.
 - b. Ticket information.
 - c. Press release on participating teams.
2. Media Credentials.
 - a. Production, if necessary.
 - b. Seating assignments.
 - (1) Print media.
 - (2) Radio/TV.
 - (3) Others.
 - c. Media parking.
 - d. Distribution.
3. Lodging Recommendations.
 - Media should be able to receive team rate.
4. Facility Communications.
 - a. Telephone(s).
 - b. Electrical outlets.
 - c. Fax machine.
5. Media Accommodations at Facility.
 - a. Seating.
 - (1) Seating arrangements.
 - (2) Electrical outlets, if they plan to work from seat.
 - (3) Telephone(s).
 - b. Working press room, if necessary.
 - (1) Equipment.
 - (2) General office supplies.
 - (3) Computerized statistics program.
 - c. Hospitality (probably same room used by VIPs).
 - (1) Room/hours.
 - (2) Refreshments.
 - (3) Staffing.
 - d. Interview room.
 - (1) Microphone.
 - (2) Podium.

- (3) Chairs.
 - e. Results/statistics compilation areas.
 - (1) Equipment.
 - (2) Paper.
 - (3) Backup services.
- 6. Interviews.
 - a. Press conferences.
 - (1) Pre-Championship.
 - (2) Post Championship.
 - b. Locker room policy.
 - c. Quotes.
 - d. Features procedure.
- 7. Personnel.
 - a. Statistics person.
 - b. Runners.
 - c. Copy machine operators.
 - d. Records keeper.
 - e. Press workroom staff, if necessary.
 - f. Photo monitors.
 - g. Security.
 - h. Press conference moderator.
 - i. Press conference runners (get student-athletes/coaches).
 - j. Quote takers.
- 8. Meetings.
 - a. Games committee chair.
 - b. Team SIDs.
- 9. Publications.
 - a. Programs (IMG College is responsible for all program production).
 - b. Team media guides/up-to-date statistics and reports.
 - c. Press packets.
 - d. Seat assignment cards.
- 10. Reporting of Scores. You, or your designee, are responsible for reporting each session's scores to Molly Simons (msimons@ncaa.org) at the NCAA national office. Please email the results to ncaa-content@turner.com, msimons@ncaa.org and jrogers@ncaa.org.

11. Announcers.

- a. Meet with NCAA committee member.
- b. All announcements approved by NCAA committee.
- c. Review awards script and procedure with NCAA committee.

12. Miscellaneous.

- Championships photographer, if possible.

GAMES COMMITTEE MEETING AGENDA

1. Review schedule of all activities:
 - ____ a. Practice;
 - ____ b. Inclement weather protocol;
 - ____ c. Meetings; and
 - ____ d. Social events, if applicable.
2. Check to make sure all items that were shipped to the site arrived:
 - ____ a. Package(s) of miscellaneous items from John Kuzio;
 - ____ b. Promotional items (logos, appliqués);
 - ____ c. Merchandise;
 - ____ d. Drug-testing supplies, if applicable; and,
 - ____ e. Game balls.
3. Review responsibilities for key personnel:
 - ____ a. Sports information director.
 - (1) Program (material in, delivery schedule, if applicable);
 - (2) Statistician to complete box score form;
 - (3) Media arrangements (interview procedures);
 - (4) Reporting of scores;
 - (5) All-tournament team selection committee (final only); and,
 - (6) Hold meeting with SIDs. (following coaches meeting subsequent to first game.)
 - ____ b. Head trainer.
 - (1) Supplies;
 - (2) Medical procedures;
 - (3) Drug testing;
 - (4) On site two hours prior to first practice or game; and
 - (5) Lightning policy.
 - ____ c. Security.
 - (1) Arrangements for uniformed security guard;
 - (2) Crowd control statement available for announcer; and

- (3) Security measures for facility.
- ____ d. Umpires.
 - (1) Arrival times;
 - (2) Assignments; and,
 - (3) Review of expense payment procedure.
- ____ e. Announcer.
 - (1) Materials provided for him or her; and,
 - (2) Arrangements for help with name pronunciations.
- 4. Review coaches packet materials/reference tournament packet.
- 5. Review pregame format.
- 6. Review agendas for coaches' and umpires' meetings.
- 7. Inspect the facility:
 - ____ a. Ground rules;
 - ____ b. Placement of people at the scorer's table;
 - ____ c. Dressing area for umpires;
 - ____ d. Designated filming area;
 - ____ e. Dugouts;
 - ____ f. Post-competition press interview area;
 - ____ g. Location of concessions and restroom areas;
 - ____ h. Hospitality area, if applicable;
 - ____ i. Measure outfield fence, base and pitching distances on game field and warm-up areas; and
 - ____ j. Designate and secure photo area, coin-flip area, committee seating and team seating areas.

ITEMS FOR TOURNAMENT PACKETS

- _____ 1. Telephone numbers and addresses of hotels where teams are staying.
- _____ 2. Restaurant guide, giving addresses and types of food.
- _____ 3. Maps of community and campus.
- _____ 4. Diagram of playing field area.
 - a. Field;
 - b. Team parking area;
 - c. Warm-up area;
 - d. Gate(s) for teams entrance;
 - e. Restrooms;
 - f. Training area;
 - g. Student-athlete's and/or coaches' hospitality areas, if applicable;
 - h. Scorer's table and location of NCAA representative during competition;
 - i. Press interview area; and
 - j. Filming area.
- _____ 5. Specific tournament information.
 - a. Practice schedule;
 - b. Game schedule;
 - c. Meeting schedule (coaches and SID);
 - d. Medical/training information and lightning policy;
 - e. Ticket information;
 - f. Press conference, if applicable;
 - g. Banquet/social (National Championship Final Site only);
 - h. Local transportation; and
- _____ 6. Misconduct statement. **Reference:** *"Misconduct Statement" section in Pre-Champs Manual.*
- _____ 7. Crowd control statement. **Reference:** *"Crowd Control" [Appendix A].*
- _____ 8. Tobacco statement. **Reference:** *"Tobacco Ban" "Crowd Control" [Appendix A].*
- _____ 9. Awards form.
- _____ 10. Web site information.

COACHES MEETING AGENDA

1. Games committee chair agenda items. [At finals, NCAA staff liaison will cover misconduct, logo and alcohol policies in addition to making drug testing announcement.]

- ____ a. Congratulate teams and introduce games committee. Take roll call to verify administrators are present.
- ____ b. If drug testing will be conducted, crew chief will make presentation at this time.
- ____ c. Review official squad size (20 players in uniform) and number of individuals allowed in dugout (26 for Division II).

Reference: "Squad Size" section in Pre-Champs Manual

- ____ d. Review misconduct statement. Read key points of misconduct statement.

Reference: "Misconduct" section in Pre-Champs Manual

- ____ e. Review NCAA rules modifications; announce umpiring assignments for first game(s). The umpire-in-chief may be present for this.
- ____ f. Review protest procedure in the 2018 and 2019 softball rules book, Rule 7.2.
- ____ g. Review rain delay and lightning procedures.

Reference: "Length and Schedule of Games" section in Pre-Champs Manual

- ____ h. Review pregame format. Emphasize pregame warm-up areas and procedures. Pregame music should be provided by host institution, with approval of the games committee. Must take pregame warm-up in full uniform—no changing in the dugout. Sportsmanship – lining up on base lines. No fist bumps with umpires.
- ____ i. Determination of Home Team/Coin-Flip Protocol.

For all rounds of competition coin tosses are mandatory following the below protocol. A head coach must be present to call coin toss or the other head coach will be allowed to call if the head coach deemed to call the toss is not present. Each coin toss should be attended by NCAA site representative, tournament manager (to serve as witness), and participating coaches.

For all regionals, super regionals, and finals competition, the home team will occupy the third-base dugout.

Regionals. The higher seed will be the home team at the regional for games one and two. The remaining games shall be decided by the coin toss. The higher seed shall call the toss. The winner of the coin toss shall have the option of choosing either home or away OR uniform color.

Super Regionals. The home team for the first game will be the higher seeded team. The second game the home team will switch and game three (if necessary) will be the higher seeded team.

Finals. The higher seeded team will be the home team for games 1-4. For the remaining games 5-14, home team will be decided by coin toss and the higher seed shall call the coin toss. The winner of the coin toss shall have the option of choosing either home or away OR uniform color.

Championship finals series. The home team for the first game will be the higher-seeded team. For the second game, the home team will switch. For game three (if necessary), the home team will be decided by coin toss and the higher seed shall call the coin toss.

- ____ j. Team lineups are official when given to the umpire; lineups MUST be given to the scorer 30 minutes earlier.
- ____ k. Review filming procedures and area.

Reference: "Filming" in this Manual.

- ____ l. Review banners and noisemakers policy.

Reference: "Crowd Control" [Appendix A] and "Banners" in this Manual.

- ____ m. Review alcoholic beverage policy.

Reference: "Crowd Control" [Appendix A].

- ____ n. Review uniform policy according to NCAA Bylaw 12.5.4 in the NCAA Division II Manual. Applies to practice shirts and all interview sessions.

Reference: "Uniforms" section in Pre-Champs Manual.

- ____ o. Review drug-testing information, if applicable.
- ____ p. Review tobacco policy and penalty.

Reference: "Crowd Control" [Appendix A] and "Tobacco Ban" sections in Pre-Champs Manual.

- ____ q. Review procedure for getting game balls to pregame areas (two hours prior to game).
- ____ r. Review coaches attire - must be dressed similarly in team colors.
- ____ s. Awards ceremony - teams will line up on respective foul lines in complete uniform.
- ____ t. Identify postgame interview area.
- ____ u. Distribute tournament packet to regional winner.

2. Tournament director's agenda items:

- ____ a. Review schedule of events.
- ____ b. Review diagram of facility including warm-up areas.
- ____ c. Identify team seating area.
- ____ d. Distribute participants' passes.
- ____ e. Review parking arrangements.
- ____ f. Obtain hotel information from each team (coaches' and athletics directors' room numbers) as well as cell phone numbers, if possible.
- ____ g. Contact phone numbers for inclement weather updates.

3. Host sports information director's agenda items:

- ____ a. Review postgame interview procedures.

- ____ b. Designate press interview moderator. Make aware of inappropriate questions.
 - ____ c. Review the statistics that will be available after each game.
 - ____ d. Press box phone number.
 - ____ e. Press box access policy.
 - ____ f. Award form.
4. Host trainer's agenda items:
- ____ a. Availability of trainers and facilities.
 - ____ b. Review medical procedures.

UMPIRES MEETING AGENDA

[The umpire-in-chief and the NCAA representative will review all assignments.]

1. The umpire-in-chief will chair this meeting, reviewing the following:

- ___a. Schedule of events. [Note: Umpires must be at the competition site 30 minutes prior to starting time.]
- ___b. Umpires' uniforms.
- ___c. Ground rules and 2018 and 2019 NCAA Softball Rules and Interpretations.
- ___d. Procedures for assigning umpires.
- ___e. Determination of home teams (refer to championships handbook).
- ___f. Protest procedures in the softball rules book, Rule 7.2.
- ___g. Team lineups become official when given to the umpire before the game.
- ___h. No fraternizing with coaches or student-athletes.
- ___i. Review three-person mechanics.
- ___j. Review lightning policy.

2. The tournament director will perform the following duties:

- ___a. Distribute umpires' statement of expense forms and review procedures.
- ___b. Distribute credentials and explain parking and access to facility (hand out same facility diagram that was in coaches packets).
- ___c. Identify umpire lounge area and refreshment arrangements.
- ___d. Review communication protocol.
- ___e. Address weather concerns (decision made by home-plate umpire).

UMPIRE RESPONSIBILITIES

UMPIRE-IN-CHIEF:

1. Required to attend the pregame coaches meeting.
2. Act as spokesperson for the umpires at pregame meeting with the games committee.
3. Review and evaluate each game; review evaluations with committee liaison.
4. Assist the NCAA representative in the scheduling of the umpires for each game of the tournament.
5. Review the ground rules with all umpires.
6. Serve on protest committee (unless involved in protest). Conduct three-person mechanics session with tournament crew.

HOME-PLATE UMPIRES:

1. Check the field for obstructions and general play conditions.
2. Review ground rules with coaches prior to every game.

ALL UMPIRES:

1. Check the field for obstructions and general play conditions.
2. Dress in appropriate uniform, as identified by the softball rules book; however, patches are not permitted, except for NCAA patch.
3. Be available on the field a minimum of 30 minutes prior to the scheduled game time.
4. Check all equipment.
5. Report line-up changes to the official scorer.
6. Complete the necessary NCAA forms and return them to the tournament director.

Non-Television Timing Sheet (with National Anthem)

	Prior to Game Time
Teams enter Dugouts / Grounds crew field prep - Teams may share outfield area	30:00
Line drills (shared)	22:00
Umpires / Coaches at home plate (Teams clear the field and return to dugout area)	12:00
Team introductions	6:00
<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 home 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 (Teams clear the field and return to dugout area)	3:00
Game begins	0:00
No batting practice once the teams arrive at the game field.	

Non-Television Timing Sheet (without National Anthem)

	Prior to Game Time
Teams enter Dugouts / Grounds crew field prep - Teams may share outfield area	30:00
Line drills (shared)	22:00
Umpires / Coaches at home plate (Teams clear the field and return to dugout area)	12:00
Team introductions	6:00
<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 home 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). 	
Game begins	0:00
No batting practice once the teams arrive at the game field.	

Television Timing Sheet (with National Anthem)

	Prior to Game Time
Teams enter Dugouts / Grounds crew field prep - Teams may share outfield area	30:00
Line drills (shared)	22:00
Umpires / Coaches at home plate (Teams clear the field and return to dugout area)	12:00
Team Introductions	6:00
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 home 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 (Teams clear the field and return to dugout area)	2:00
Game begins	0:00
No batting practice once the teams arrive at the game field.	

Television Timing Sheet (without National Anthem)

	Prior to Game Time
Teams enter Dugouts / Grounds crew field prep - Teams may share outfield area	30:00
Line drills (shared)	22:00
Umpires / Coaches at home plate (Teams clear the field and return to dugout area)	12:00
Team introductions	6:00
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 home 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).	
Game begins	0:00
No batting practice once the teams arrive at the game field.	

HEAD TRAINER'S MAJOR RESPONSIBILITIES

1. Contact participating teams to determine any special training needs.
2. Arrange for a physician to be on-call for all games and practices. The head trainer should be able to explain the medical procedures at the coaches meeting, noting also training room hours and services. Be sure to include telephone numbers for off-hours assistance (e.g., local emergency care clinic, nearest hospital, etc.).
3. Plan for a trainer to be at every practice and game.
4. Arrange for medical supplies, towels, water and ice for all practices and games.
5. Drug-testing information.
6. Be able to explain the lightning policy and procedures for exiting the field, including the safest locations for teams until the threat passes.

NCAA DIVISION II SOFTBALL CHAMPIONSHIP
PROTEST FROM

Game _____ vs. _____

Coach Protesting _____

Score _____ Inning _____ Outs _____

Batter's No. _____ Count (balls/strikes) _____ Runners _____

Umpires: Home Plate _____ First Base _____ Third Base _____

NCAA Rule Reference _____

Description of Situation:

Protesting Coach's Signature _____ Date _____

Resolution:

Protest Committee
Chair's Signature _____ Date _____

2018-19 STANDARD TICKET BACK DISCLAIMER LANGUAGE

Updated 07/02/2018

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

If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan (jlogan@ncaa.org) and Curtis Franks (cfranks@ncaa.org) on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Curtis on any correspondence.

NOTE: Child admission policy - choose either the red or green statement from the yellow highlighted language below and delete the verbiage you choose not to use.

NOTE: Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted "No re-admittance" language as needed.

NOTE: Handgun policy - text applies only to events hosted in the state of Texas. Remove text if it does not apply.

**THIS TICKET IS A REVOCABLE LICENSE
USER ACCEPTS RISK OF INJURY**

The ticket purchaser/holder, on behalf of the holder and any minor accompanying the purchaser/holder (individually and collectively, the "Holder") voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. **Every person, two years of age and older, must have a ticket to enter the facility. Entry will be at the facility's discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. Every person, regardless of age, must have a ticket to enter the facility.** Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest. This ticket may not be sold or resold above face value except in approved instances authorized by the NCAA. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. The NCAA reserves the right to limit or restrict the number of tickets that Holder may purchase or possess. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. **No re-admittance.** No firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. **Pursuant to Sections 30.06 and 30.07 of the Texas Penal Code, a respon licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law) may not enter the property with a concealed handgun that is carried openly.** Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder's image or likeness in connection with any live or recorded transmission or reproduction of such event, for any purpose, including promotional purposes, without further authorization or consideration. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA's rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

DATES AND TIMES ARE SUBJECT TO CHANGE

ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

Event: _____ (the "Event")

Participant's Name (Please print): _____ (the "Participant")

Participant's Age: _____

In consideration for permitting Participant to participate as a volunteer in the Event as directed by the relevant staff, the undersigned, for themselves, and for their respective heirs, personal representatives and assigns, agree as follows:

Assumption of Risk: The undersigned hereby acknowledge and agree that they understand the nature of the Event; that Participant is qualified, in good health, and in proper physical condition to participate therein; that there are certain inherent risks and dangers associated with the Event; and that, except as expressly set forth herein, they, knowingly and voluntarily, accept, and assume responsibility for, each of these risks and dangers, and all other risks and dangers that could arise out of, or occur during, Participant's participation in the Event.

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, _____

_____, or any subdivision thereof, and each of them, their officers and employees, (collectively, the "Releasees"), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant's participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Indemnification and Hold Harmless: The undersigned also hereby agree to INDEMNIFY, DEFEND AND HOLD the Releasees HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney's fees, arising from, or in any way related to, Participant's participation in the Event, except for those arising out of the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Permission to Use Likeness/Name: The undersigned further agree to allow, without compensation, Participant's likeness and/or name to appear, and to otherwise be used, in material, regardless of media form, promoting the National Collegiate Athletic Association, and/or its championships, events and activities, including those of its representatives and licensees.

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is

permitted by the law of the State of _____ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: The undersigned have read this assumption of risk, release and waiver of liability and indemnity agreement, and have had the opportunity to ask questions about the same. The undersigned fully understand this assumption of risk, release and waiver of liability and indemnity agreement, that the undersigned are giving up substantial rights in connection therewith, and that its terms are contractual, and not a mere recital. The undersigned acknowledge that they are signing this agreement freely and voluntarily.

Signature of Participant	Date
--------------------------	------

Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	Date
--	------

Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	Date
--	------

NCAA Softball General Policies for Weather Delays

The national softball committee reserves the right to revise the game schedule because of inclement weather.

If inclement weather occurs and play is suspended:

1. All teams are expected to remain at the competition facility unless instructed otherwise by the NCAA representative.
2. If play may be resumed within 30 minutes of the time of the suspended game; each team will have a 10-minute warm-up period prior to resuming play.
3. If all teams have remained at the field; however, play has been suspended for 45 minutes, each team will be provided 20 minutes to warm-up prior to resuming play.
4. If play has been suspended for one hour or more and teams have remained on site, the game may start with a 15-minute notification to warm up time and each team will be provided a 30-minute warm-up period prior to resuming play.
5. If play has been suspended for one hour or more and teams have left the competition facility; the game may start with a 30-minute notification to warm-up time and each team will be provided a 30-minute warm-up period prior to resuming play.
6. NCAA Site Representative will be final decision maker. Note: Starting game times earlier during inclement weather may occur upon agreement of both team head coaches and with final approval by the NCAA Site Representative.

Note: Notification time may be extended due to extenuating circumstances (e.g. travel from the hotel, etc.). However, no less than 30-minute notification time shall be given prior to starting warm-ups and resuming play.



2018-19 Host Site Stats Document

Turner and StatBroadcast will be collaborating once again this academic year to transmit live stats to NCAA.com for championship events. As an NCAA championship host, your assistance and support is greatly appreciated in making this a success.

Latest Version of StatCrew Required

All NCAA hosts will need to have the 2018-19 version of Statcrew software for their sport installed on their scoring computer prior to the championship being hosted.

If you are using Statcrew Next Gen or StatCrew sync for scoring, please contact Turner (contact information below) for alternate instructions, including FTP configuration for Statcrew Cloud.

Please note: StatBroadcast is not affiliated with StatCrew software.

NCAA LiveStats Integration

For hosts that utilize NCAA LiveStats for Basketball, we will reach out with further instructions once we get closer to those respective championships.

Downloading NCAA Broadcastr 9.0

StatBroadcast's latest version of the Broadcastr software is required for setup. If you have a lower version previously installed, you will need to update in order to continue.

Please visit <http://www.statbroadcast.com/ncaa/setup/> for all information on downloading, setting up, and testing StatBroadcast on your scoring computer.

Note: You will need Administrator access to your computer to install this software. If you are receiving errors overwriting files, you may need your Campus IT staff to temporarily unlock your computer.



Streaming Requests

Live Video Streaming Rights Requests (early round only)

Turner Sports owns the rights to stream NCAA Championships. ESPN and other entities will request rights to live video stream certain events. If Turner, or any other entity plans to live video stream your event, you will be contacted within 48 hours of your event.

Please visit <https://www.ncaa.com/rights-request> to request live video streaming rights.

All non-commercial live video streaming rights fees will be waived.

Any commercial streams will incur a \$1,000 fee per stream.

Note: Hosts are encouraged to make streaming requests at least 2 days in advance of the event they wish to stream.

Turner Contact Information

Jason Venson

jason.venson@turner.com

404-704-2493



CHAMPIONSHIPS

APPENDIX O

NCAA® CHAMPIONSHIPS HOST MARKETING PLAN

Host Information.

Date: _____

Name: _____ Title: _____

Host Institution/Entity: _____

E-mail: _____ Phone: _____

Host Marketing Team.

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

Name	Title	Role	Contact Information

Championship Information.

Division: I _____ II _____ III _____ National Collegiate _____

Gender: Men's _____ Women's _____ Mixed _____ Sport _____

Championship Date(s): _____

Venue Name: _____ Event Capacity: _____

Ticket Sales Information.

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

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

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

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

General demographics of your target market:

1.

2.

Specific target markets:

1.

2.

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

Host/LOC Resources:

<u>Resources:</u>	<u>Host</u>	<u>LOC</u>	<u>Community (CVB, Chamber of Commerce, Sports Commission, etc.)</u>	<u>Venue</u>	<u>Other</u>
Database Name & Size:					
Website Address:					
Video/LED Board:					

Print Publications:					
Facebook Fans:					
Twitter Followers:					
Local Event Calendar Listings:					
Other:					

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

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

Marketing Budget.

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

\$
\$
\$

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

Host Marketing Budget from Bid Specs Allocation:	Budgeted	Actual Cost

APPENDIX O

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

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

[illegible]

	2.		
	3.		
	4.		
	5.		

Thank You!