



**2019 DIVISION II
SOFTBALL
CHAMPIONSHIP**

DENVER

Metropolitan State University of Denver, Host

***PARTICIPANT
2018-19 MANUAL***

WELCOME

Congratulations on advancing to the final round of the 2019 NCAA Division II Softball Championship!

Metropolitan State University of Denver (MSU Denver) and The Denver Sports Commission are proud to host this NCAA event at the Regency Athletic Complex at MSU Denver. The information in this manual has been compiled for your convenience. It is intended for the participating teams, administrators, championship officials, accompanying media and fans in preparation for the 2019 NCAA Division II Softball Championship.

This participant manual is intended to serve as a supplement to, not a substitute for, the 2018-19 NCAA Division II Softball Pre-Championship Manual. That publication remains the primary source for policy information regarding the championship and is located online at:

<http://www.ncaa.org/championships/division-ii-softball>

Once the championship participants arrive on-site, they will receive a packet of materials that will include updated information for the banquet and barbeque, information sheets and participant credentials.

If any questions arise in the meantime, please do not hesitate to contact anyone listed in the personnel section of this manual.

Welcome to MSU Denver and the Mile High City!

Table of Contents

Host Personnel Directory.....	1
Division II Softball National Committee and NCAA Staff	
Division II Softball Committee.....	2
NCAA Staff.....	2
Checklist.....	3
Awards.....	3
Banquet.....	4
Banquet Information Request.....	4
Barbecue.....	4
Bat-Testing.....	4
Championship Format	
Format/Order of Games.....	5
Determination Home/Away Teams.....	5
Championship Information	
Banners and Artificial Noise Makers.....	6
Bands, Spirit Squads and Mascots.....	6
Patches.....	6
Championship Packets.....	6
Required Coaches and Administrators Meeting.....	6
Community Engagement.....	7
Credentials.....	7
Drug-Testing.....	7
Dugouts.....	7
Electronic Communication.....	8
Emergency/Evacuation Plan	
Lightning Policy.....	8
Return to Play.....	8
Field Surface.....	8
Hospitality.....	8
Inclement Weather Practice Locations.....	8
Lodging for Participants.....	9
Lodging for Spectators.....	9
Logo Policy.....	10
Media Services	
Scoring/Results.....	10
Championship Websites.....	10
Working Media Facilities.....	10
Media Parking.....	10
Broadcast/Webcast.....	10
Misconduct/Failure to Adhere to Policies.....	11
NCAA Division II Softball Championship Medical Information	
Athletic Training/Sports Medicine Information.....	11
Medical Coverage.....	11
Athletic Training Service.....	11
Local Hospital Information.....	12
Local Pharmacy Information.....	12
Athletic Training Staff Contacts.....	12
NCAA Academic Recognition Program.....	12

Post-Game Interviews	12
Practice Arrangements	13
Pregame Protocol.....	14
Pitchers	15
Publicity.....	15
Schedule of Events	16
Scouting	17
Security	17
Special Events and Opportunities	
Autograph Sessions	17
In Game Activities.....	17
All-Tournament Team.....	17
Super Regional Results.....	17
Softballs	17
Souvenir Merchandise.....	18
Team Meeting Areas	18
Team Photos.....	18
Ticket Prices.....	18
Transportation	
Airport.....	18
Local Ground.....	18
Umpires.....	19
Videotaping	19

APPENDIXES

Appendix A Banquet Request Form
Appendix B Awards Recipient Form
Appendix C Bat Testing and Postseason Bat Testing Log
Appendix D Important Addresses
Appendix E Locker Room Assignments
Appendix F Maps and Facility Diagrams

Host Personnel Directory

Name	Affiliation	Office	Cell	E-mail
Molly Simons	NCAA Championship Manager	317-917-6785	317-292-1808	msimons@ncaa.org
Brandon Davis	NCAA Division II National Softball Committee Chair	415-338-1579	510-541-6682	brandondavis@sfsu.edu
Jerrid Oates	Tournament Director	303-615-0544	303-882-8559	joates2@msudenver.edu
Dr. Anthony Grant	Athletics Director	303-615-0539	319-331-1302	ggrant5@msudenver.edu
Erin Hiltner	Associate Athletics Director-SWA	303-615-0537	719-740-1782	ehiltner@msudenver.edu
John Kietzmann	Associate Athletics Director	303-615-0538	605-214-0738	jkietzma@msudenver.edu
Alex Pappas	Assistant Athletics Director	303-605-7060	949-677-7911	apappas5@msudenver.edu
Annie VanWetzinga- Hurst	Head Softball Coach	303-615-0545	720-839-1780	ahurst4@msudenver.edu
Stephanie Begley	Head Athletic Trainer	303-615-0597	309-781-1726	sbegley@msudenver.edu
Nate Lake	Director of Athletics Communications	303-605-5908	719-649-3329	nlake3@msudenver.edu
Eric Lasing	Media Producer	303-615-0561	720-334-9067	lsasing@msudenver.edu
Rob White	Marketing Services Specialist	303-605-5940	402-658-6443	rwhite82@msudenver.edu
Jacqueline Flood	Tournament Operations Assistant	303-615-0545	618-246-7458	jflood7@msudenver.edu
Mark Vig	Tournament Operations Assistant	303-615-0548	605-660-5184	mvig@msudenver.edu

Division II Softball National Committee and NCAA Staff

Division II Softball Committee

ATLANTIC REGION	CENTRAL REGION
John Wilson Jr. Assistant Athletic Director Virginia State University Cell: 804-920-8001	Kristy Bayer Deputy Director of Athletics/SWA Emporia State University Cell: 479-223-0046
EAST REGION	MIDWEST REGION
Dean Johnson Head Softball Coach /Associate AD Caldwell University Cell: 973-214-2060	Rob Fournier Director of Athletics Wayne State University (Michigan) Cell: 313-283-8585
SOUTH REGION	SOUTH CENTRAL REGION
Patrick Peasant Head Softball Coach/Assistant AD Miles College Cell: 205-276-7331	Donna Fields Head Softball Coach/SWA St. Mary's University (Texas) Cell: 210-218-8561
SOUTHEAST REGION	WEST REGION
Stacey Vallee Head Softball Coach/SWA Francis Marion University Cell: 843-230-4076	Brandon Davis, chair Senior Associate Director of Athletics San Francisco State University Cell: 510-541-6682

NCAA Staff

Molly Simons Assistant Director of Championships & Alliances: Championship Manager Cell: 317-292-1808 Email: msimon@ncaa.org	John Kuzio Coordinator of Championships & Alliances Cell: 317-440-1632 Email: jkuzio@ncaa.org
Vickie Van Kleeck NCAA Secretary-Rules Editor Cell: 540-819-4655 Email: ncaabsre@gmail.com	

Checklist

This checklist is arranged in chronological order to be of assistance to those individuals who have specific institutional responsibilities at the national championships.

- 11 a.m. Eastern time, Monday, May 20: Mandatory conference call for coaches of all participating teams. Conference call information is listed below:
Number: 888-557-8511
Passcode: 8048319#
 - Noon Eastern time, Monday, May 20: Elite 90 nomination forms due. Visit NCAA.org for all details.
 - By noon Eastern time, Monday, May 20. Hotel rooming lists and estimated time of arrival are due to Ryan Meyer - c.meyer@hilton.com
 - Noon Eastern time, Monday, May 20. Logos and action shots/videos due to Eric Lansing at lansing@msudenver.edu.
 - 5 p.m. Eastern time, Monday, May 20: Media credential requests due online at www.ncaa.com/media.
 - 5 p.m. Eastern time, Monday, May 20: Travel Party form due to Molly Simons at msimons@ncaa.org.
 - 5 p.m. Eastern time, Monday, May 20: Code of Conduct Form due to Molly Simons at msimons@ncaa.org.
- **NOTE:** this step is not necessary if your travel party has not changed from the preliminary round.**
- 5 p.m. Eastern time, Monday, May 20: Additional administrative credential requests due to Molly Simons at msimons@ncaa.org.

Awards

The national champion trophy, twenty-six (26) individual gold mini-trophies and 20 watches (6 watches will be ordered and sent following the championship) will be presented to the championship team immediately following the game. Twenty-six (26) bronze mini-trophies will be given to the runner-up and non-advancing teams.

Following elimination games and the championship game an awards ceremony will be held on the infield. Teams will line up in front of their dugout during this presentation. Each team must complete the awards presentation form (Appendix B) with those individuals they wish to be recognized during the presentation (limited to 26). Please bring this form to the administrative meeting Wednesday night.

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

For championship participation awards, all student-athletes who advanced to the finals site will receive this award after the conclusion of the championship. The NCAA, in conjunction with its licensing

partner, will communicate directly to participating institutions' head coaches regarding the ordering and delivery process of these participation awards.

The all-tournament team will be recognized after the championship game. The all-tournament plaques will be shipped to the recipients after the championship.

Banquet

There will be a banquet for the official travel party of 26 individuals per team, NCAA Division II Softball Committee members and local honored guests.

Teams may purchase up to four tickets to the banquet for additional team or institutional personnel at a cost of \$50 per person. Tickets may be picked up at the banquet. Please fill out the guest banquet registration form (Appendix A) and email by **noon Monday, May 20** to Elaine Becks at ebecks@msudenver.edu.

Date: Wednesday, May 22
Time: Dinner served at 6 p.m.
Location: DoubleTree by Hilton-Denver

Banquet Information Request

MSU Denver will create a photo montage for the Division II Softball Championship banquet consisting of action and celebration photos from each of the Super Regional sites and of the participating teams. MSU Denver would also request high resolution JPEG or EPS files of each participating institution's athletic team logo for use in the banquet montage. Submission of materials listed below will be coordinated by Eric Lansing (lansing@msudenver.edu) with each institution's sports information director, **not later than noon Eastern time Monday, May 20**.

- Team photo.
- Official logo (PNG preferred).
- Information sheet with official colors (PMS) and fonts (if applicable).
- Action shots of starters/regulars (all impact players and pitchers).
- 6-10 video highlights.
- 6-10 team celebration photos/videos (high fives, hugs, trophies, etc.).
- Photo with regional championship trophy.
- Video of final out of regional championship.

Barbecue

There will be a barbecue for the official travel party of 26 individuals per team, the NCAA Division II Softball Committee members and local honored guests.

Date: Wednesday, May 22
Time: 11:30 a.m. to 1:30 p.m.
Location: Regency Athletic Complex

Bat-Testing

Bat testing will be conducted daily during the NCAA Division II Softball Championship.

All teams are required to participate in barrel compression testing (BCT) to ensure their team's bats are compliant with the standard. Teams will submit a bat log for each bat testing session. Bat-testing will be administered before each team's first practice Wednesday, May 22 in the Regency Athletic Complex Garage. Please fill out the bat log before arriving at practice (Appendix C). Bat testing for competition days will also occur in the Regency Athletic Complex Garage.

In addition to barrel compression testing, the NCAA will continue to identify and collect bats for postseason, post-competition testing at Washington State University's lab. Bats will be secured from all teams at the softball national championship site for Divisions I, II and III, as well as at several regional and super regional sites. This will extend testing to more institutions and further diversify the library of tested bats.

Refer to Appendix C for more information regarding BCT during the 2019 NCAA Division II Softball Championship.

Championship Format

Format/Order of Games

The procedures outlined below shall be used in the conduct of the Division II Softball Championship.

If the regular game schedule is altered because of weather or unforeseen circumstances, the following guidelines may be used and teams will be informed by the NCAA softball committee: (1) no more than three games by any one team will be scheduled in one day; and (2) if possible, games will not be scheduled to begin before 9 a.m. or after midnight.

Determination Home/Away Teams

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.

The home team will bat last and shall occupy the third base dugout. Each competing team selected for the NCAA championship must bring two sets of uniforms of contrasting colors. As a reminder, when teams play back-to-back games, they must be prepared to change uniforms, if necessary. The home team may not wear the same color as the visiting team. Determination of uniform colors must be approved by the NCAA committee. For all sessions of the tournament, teams must bring light and dark uniforms. Non-compliance with this policy may result in "failure to follow procedures" as outlined in the NCAA Division II Manual.

On the field, including the practice areas and the bench and dugout, each team is limited to eligible players in uniform and coaches, trainers and managers, all of whom shall be in appropriate team colors. The committee will resolve any conflict in the selection of uniforms. As a reminder, when teams play back-to-back games, they must be prepared to change uniforms, if necessary. All teams should be in uniform when they take the field for pregame warm-up. No changing in the dugout.

Banners and Artificial Noise Makers

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

Bands, Spirits Squads and Mascots

Bands shall be limited to 25 members, including one director, all of whom shall be admitted free of charge. Also, yell leaders are allowed and must be within the team fan seating area. Seating will be provided as part of each team's allotted seats. The administrator should coordinate with his/her band for seating during the game. Bands must sit in assigned areas. Bands may not use electronic amplification equipment. Bands, or any component thereof, are allowed to play only during the half inning prior to their at-bats (concluding with the fifth warm-up pitch), during their teams' five-minute warm-ups and for 10 seconds after a score (once the ball has been called dead).

Patches

Shoulder patches will be provided to each team denoting their participation in the 2019 Division II Softball Championship at the Wednesday administrative/coaches meeting. Patches should be placed on the upper left chest or left arm and should be worn in the same location for the entire team. If there is any conflict with the placement, please notify the team's committee representative to determine an agreeable alternate location. Please remove patches before laundering uniforms.

Championship Packets

Championship packets will be available for pickup when teams check-in at your hotel.

Championship packets will include:

1. Banquet tickets
2. Maps of Denver and the community
3. Updated practice schedules
4. Official travel party form
5. Local area guide

Please refer to the host operations manual for these items:

1. Crowd control statement
2. Tobacco statement
3. Awards recipient form
4. Pregame format

Required Coaches and Administrators Meeting

A required pre-championship meeting for all head coaches, team administrators, team sports information directors, the tournament director, the umpire-in-chief, the host sports information director, the site director, NCAA Secretary of Rules Editor, NCAA Softball Committee members and the NCAA championship manager, will be held at the DoubleTree by Hilton-Denver **immediately following the banquet** on 5/22/19.

Community Engagement

All Division II championships provide community engagement experiences for participating student-athletes and coaches. A key part of Division II's strategic position, community engagement emphasizes the relationship of athletics in strengthening communities.

Division II's unique approach to community not only connects athletics with outreach opportunities, but also brings communities inside the division's championship experience.

Division II is committed to developing students-athletes and communities by actively engaging in shared experiences. The objective of community engagement is to build relationships by bringing communities to experience Division II events.

We sincerely appreciate your assistance with the NCAA Division II community engagement event. These visits will take place on Wednesday, May 22. Please plan your schedules so that you will arrive at the venue at least 15 minutes prior to the scheduled start time and plan to stay for a photo opportunity, which will occur at the conclusion of the event. Once we have all your information we will let you know the location you will visit. We will ask that you provide your own transportation to these locations. Please let Jill Willson, NCAA Division II contractor, know if you have any additional questions, you can contact her with this information jwillson@ncaa.org or call 717-360-3556.

Credentials

The following credentials will be distributed at the head coaches and administrators meeting:

Each participating institution will receive a maximum of 26 participant credentials. In addition, one media credential for the sports information director and two VIP credentials for institutional administrators (upon request) will also be provided (total of 29 credentials). Only the 29 credentialed personnel will be permitted in credentialed areas (e.g. team warm-up areas, locker/team rooms, etc.). The squad size and official travel party will remain at 20 and 26, respectively.

Drug-Testing

Drug-testing will be administered off-site from the Regency Athletic Complex should drug-testing be required.

Dugouts

All teams are limited to 26 people in the dugout, plus a bat handler, if supplied by the host. If your institution has its own bat handler, they will be counted as one of the (26). The home team will occupy the third base dugout.

Electronic Communication

The policies and procedures are outlined in the Softball 2018 and 2019 Rules and Interpretations book.

Emergency/Evacuation Plan

Teams will receive specific detailed information regarding the evacuation plan at the administrative meeting. If there is any type of emergency while in the stadium/facility, the NCAA and stadium officials will provide immediate instructions and will expect the full cooperation of everyone in your travel party. In most cases, teams will be asked to return to their team van/bus and spectators will be asked to return to their vehicles. Team administrator email will be the first line of communication provided time allows.

Please provide the emergency contact number for the head coach, on-site administrator and non-traveling administrator to the committee member assigned your team.

Please review the plan with members of your travel parties.

Lightning Policy

The NCAA will provide a weather detection system for the championships and will plan for the system to be on site. Absence of rain or clouds does not guarantee that a lightning strike will not occur; therefore, these conditions will not come into effect when making the decision to suspend activity. Once lightning occurs within an eight (8) mile radius the NCAA staff liaison, games committee chair and tournament manager will notify the appropriate authority at the practice or event. The practice or event will be stopped and the athletes, support staff, and spectators will be instructed to find a safe shelter.

Return to Play

Once an activity has been suspended, the activity will not start again until after 30 minutes from the last strike. Therefore, with each strike of lightning the timer will begin counting until another 30 minutes has lapsed without a strike.

Field Surface

The field surface for the infield and outfield is artificial turf.

Hospitality

Players. Student-athlete/player hospitality will be in the assigned locker rooms. Snacks, water, and juices will be available. Locker room assignments are located in Appendix E.

Inclement Weather Practice Locations

In the event of storms and/or lightning or other unsafe conditions, an inclement weather practice site has been confirmed. This site is only available after a decision by the NCAA Division II Softball Committee determines that conditions are unacceptable and directs the teams to utilize the alternate site. The site is not available unless determined to be necessary by the national committee.

Inclement weather practice location is the following:

Regis University
Regis Fieldhouse
Rangers Hitting Facility
3333 Regis Blvd
Denver, CO 80221

Please note that no equipment, (i.e., whiffle balls, bases, etc.), is provided at the practice sites for inclement weather. The team must bring the equipment with them. Any such equipment is subject to the approval of venue management and the Division II softball committee.

Note: There is no “switch” in the schedule if practices are regulated to the inclement weather sites. Teams will remain for the duration of their practice time.

If the weather and field conditions become safe, practices will resume at the Regency Athletic Complex. Teams paired in the bracket will have the same practice conditions (i.e., both will practice at inclement weather sites or both will practice at the Regency Athletic Complex).

Lodging for Participants

The team headquarters hotel will be the DoubleTree by Hilton-Denver. The NCAA has reserved fourteen (14) non-smoking double rooms and two (2) king rooms for the official travel party (26) of each competing team. Each team is responsible for confirming its reservations no later than **noon Eastern Monday, May 20** with Ryan Meyer 303-329-5203, c.meyer@hilton.com. If an institution prefers to stay in a hotel other than the designated team headquarters hotel, an institutional representative must (1) obtain a written release of the rooms from the hotel's general manager and NCAA, or (2) use the rooms for persons accompanying the official traveling party. In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements for the use of the rooms at the assigned hotel, the institution will be financially responsible for those room charges.

The DoubleTree will provide a complimentary full breakfast for up to two guests from each room each morning. Additionally, for your convenience, free wireless internet will be accessible in each of the hotel rooms.

Doubletree by Hilton-Denver location and contact information:

DoubleTree by Hilton-Denver

Ryan Meyer
3203 Quebec St.
Denver, CO 80207
303-329-5203-Office
303-329-5281-Fax
c.meyer@hilton.com

Lodging for Spectators

Hotel	Contact	Phone Number
Hilton Garden Inn-Cherry Creek	Barb Jackson	303-754-9800
Holiday Inn-Denver-Cherry Creek	Cynthia Koe	303-388-5561
DoubleTree by Hilton-Denver	Nicole Garcia	303-321-3333
DoubleTree by Hilton-Denver-Stapleton North	Nicole Garcia	303-321-6666

The provisions of Bylaw 12.5.4 (Divisions I and II) or Bylaw 12.5.3 (Division III) indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restrictions.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

Media Services

Scoring/Results

Championship results will be made available at the conclusion of each game and will be distributed to media, coaches, sports information directors and NCAA committee members. Additional copies will be available from the media work room in the press box of the main field. Game by game updates will also be provided on the NCAA website located at: www.NCAA.com.

Championship Websites

For more information about the Division II Softball Championship please visit the following link: <http://www.ncaa.com/sports/softball/d2>. Additionally, MSU Denver Athletics has established a page that will include matchups, game recaps, box scores, press conferences and photo galleries that can be found here: <http://roadrunnersathletics.com/NCAAs softball>

Working Media Facilities

Working media will have space allocated to them on the second floor of the Cohen Center for Athletics

Media Parking

Parking for working media will be in the front parking lot. No passes required.

Broadcast/Webcast

All games will be webcast live on www.NCAA.com.

Misconduct/Failure to Adhere to Policies

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

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition.

NCAA Division II Softball Championship Medical Information

Athletic Training/Sports Medicine Information

MSU Denver Sports Performance and Medical staff would like to welcome you and your team to the 2019 NCAA Division II Softball Championship. The following information pertains to athletic training and medical coverage that will be provided throughout the tournament. If you have any special needs or requests, please contact Head Athletic Trainer Stephanie Begley at 303-615-0597.

Medical Coverage

A certified athletic trainer will be on-site for all practices and games. During the tournament, a certified athletic trainer will also be in the athletic training room/treatment area. A team physician and local emergency management services (EMS) will be on-site during the tournament games.

Athletic Training Service

The athletic training facility housed in the Regency Athletic Complex-Cohen Center for Athletics will serve as the primary location for services and game preparation. It will be available for teams two (2) hours prior to all games and 30 minutes prior to all scheduled practices. This facility will include the following modalities that will be available for use during the tournament:

- Heat
- Ice
- Ultrasound
- Electrical stim
- Taping (Teams must provide their own tape, etc.)

To serve your student-athletes better, if your team is traveling without a certified athletic trainer, please provide a written order and description of any electrical modalities with the settings and parameters for application with your traveling party. This facility will be monitored and supervised by a certified athletic trainer during the competition.

The following will be provided to you on the team bench during the game:

- Water with cups
- Ice chest with bags and wrap
- Blood bags

- Emergency first aid equipment.

On-site athletic training staff and students will also be available with splints, an AED, and emergency equipment to assist with any emergency situations.

Local Hospital Information

St. Anthony's Central Hospital (Preferred)
11600 W. 2nd Pl.
Lakewood, CO 80228
720-321-0000

Denver Health
777 Bannock St.
Denver, CO 80204
303-436-6000

Rose Medical Center
4567 9th Ave.
Denver, CO 80220
303-320-2121

University of Colorado Hospital
12605 E. 16th Ave.
Aurora, CO 80045
720-848-0000

Local Pharmacy Information

Denver-King Soopers Pharmacy
1331 Speer Blvd
Denver, CO 80204
303-571-1943

Athletic Training Staff Contacts

MSU Denver Sports Performance Department
Stephanie Begley-Head Athletic Trainer-303-615-0597
Kristin Barnett-Assistant Athletic Trainer-303-615-0605
TJ Schmidt-Assistant Athletic Trainer-303-615-0602
Drew Powers-Assistant Athletic Trainer-303-615-0598

NCAA Academic Recognition Program

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 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.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. To receive more information or access the online form and submit a nomination, go to the NCAA website at:

<http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program>

Post-Game Interviews

The NCAA enforces a 10-minute cooling off period after each game is over. The 10 minutes begin once the field has been cleared. During this time, no media may interview coaches or student-athletes. Media may request that coaches or student-athletes be brought to the press conference area which

will be set up at the Regency Athletic Complex inside Cohen Center for Athletics. Once a coach makes himself or herself available to the media, the coach is then available to all media.

Per NCAA policy, the winning head coach and student-athletes will be interviewed first, followed by the non-advancing head coach and student-athletes. **For the championship game only, the runner-up head coach and student-athletes will be interviewed first followed by the national champion head coach and student-athletes.** Direct all requests for coach and student-athlete interviews to Nate Lake.

Practice Arrangements

Wednesday, May 22 –Regency Athletic Complex Softball Field/Baseball Field-All times local

Time	Team	Game Field/Practice Field
9 - 9:45 a.m.	Team A	Softball Field-Defensive
9 - 9:45 a.m.	Team B	Baseball Field-Hitting
9:45 – 9:50 a.m.	<i>Switch</i>	
9:50 – 10:35 a.m.	Team B	Softball Field-Defensive
9:50 – 10:35 a.m.	Team A	Baseball Field-Hitting
10:35 – 10:45 a.m.	<i>Field Maintenance</i>	
10:45 – 11:30 a.m.	Team C	Softball Field-Defensive
10:45 – 11:30 a.m.	Team D	Baseball Field-Hitting
11:30 – 11:35 a.m.	<i>Switch</i>	
11:35 a.m. – 12:20 p.m.	Team D	Softball Field-Defensive
11:35 a.m. – 12:20 p.m.	Team C	Baseball Field-Hitting
12:20 – 12:30 p.m.	<i>Field Maintenance</i>	
11:30 – 1 p.m.	<i>Team BBQ</i>	
12:30 – 1:15 p.m.	Team E	Softball Field-Defensive
12:30 – 1:15 p.m.	Team F	Baseball Field-Hitting
1:15 – 1:20 p.m.	<i>Switch</i>	
1:20 – 2:05 p.m.	Team F	Softball Field-Defensive
1:20 – 2:05 p.m.	Team E	Baseball Field-Hitting
2:05 – 2:15	<i>Field Maintenance</i>	
2:15 – 3 p.m.	Team G	Softball Field-Defensive
2:15 – 3 p.m.	Team H	Baseball Field-Hitting
3 – 3:05 p.m.	<i>Switch</i>	
3:05 – 3:50 p.m.	Team H	Softball Field-Defensive
3:05 – 3:50 p.m.	Team G	Baseball Field-Hitting

-All times local

Team Assignments

Team A	Seed 1	Team B	Seed 8
Team C	Seed 4	Team D	Seed 5
Team E	Seed 2	Team F	Seed 7
Team G	Seed 3	Team H	Seed 6

Pregame Protocol

The practice fields will be available for teams to warmup prior to the main field being available. Both teams will warmup and hit on the baseball field. Home team will be assigned to the third base dugout and side. Visiting team will be assigned to the first base dugout and side. Batting cage is available for use during your warmup time, below is the timing for the cages.

2019 Division II Softball Timing Sheet	
<i>May 23, 24, 25 (days with 4 games each)</i>	
9 a.m.	Warm-up field open for teams in Game 1
9:20 - 9:50 a.m.	Batting cages open for Home Team--Game 1
9:55 - 10:25 a.m.	Batting cages open for Visiting Team--Game 1
10:30 a.m.	Teams enter dugout for Game 1
10:38 a.m.	Line drills start for Game 1
11 a.m.	Game 1
11:30 a.m.	Warm-up field open for teams in Game 2
11:50 a.m. - 12:20 p.m.	Batting cages open for Home Team--Game 2
12:25 - 12:55 p.m.	Batting cages open for Visiting Team--Game 2
1 p.m.	Teams enter dugout for Game 2
1:08 p.m.	Line drills start for Game 2
1:30 p.m.	Game 2
2 p.m.	Warm-up field open for teams in Game 3
2:20 - 2:50 p.m.	Batting cages open for Home Team--Game 3
2:55 - 3:25 p.m.	Batting cages open for Visiting Team--Game 3
3:30 p.m.	Teams enter dugout for Game 3
3:38 p.m.	Line drills start for Game 3
4 p.m.	Game 3
4:30 p.m.	Warm-up field open for teams in Game 4
4:50 - 5:20 p.m.	Batting cages open for Home Team--Game 4
5:25 - 5:55 p.m.	Batting cages open for Visiting Team--Game 4
6 p.m.	Teams enter dugout for Game 4
6:08 p.m.	Line drills start for Game 4
6:30 p.m.	Game 4

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

1. The preceding game has ended and both participating teams have cleared the field and dugout area.
2. Team equipment is stored in the dugout.
3. Warm-up prior to the designated infield time is limited to the outfield area and bullpens nearest the team's dugout until the infield crew has left the field.
4. If time remains after the grounds crew has completed its work, and prior to the start of the designated infield time, a team may field groundballs in foul territory or fair territory behind first or third base.
5. Once either team begins an official infield time (see infield protocol), the opposing team is limited to the bullpens and dugout areas.

Pitchers

Pitchers for the upcoming game may use the bullpen area while a game is in progress only when the bullpen area is not in use by either of the participating teams (i.e., both bullpens must be open for this opportunity to be used and the opportunity ends if either participating team desires to use a bullpen). Pitchers will be escorted into and out of the bullpens by tournament officials. There will also be pitching mats in the team warmup areas.

Publicity

Nate Lake, Director of Athletics Communication, MSU Denver, will be in contact with teams prior to super regional competition to notify the teams competing of the material that will be requested of them upon advancement to the championship.

TUESDAY, MAY 21- Parking Code 7012632

Teams Arrive in Denver, CO
Committee Walk Through 4 p.m. / Regency Athletic Complex

WEDNESDAY, MAY 22- Parking Code 7012654

Team Practices 9 a.m. – 3:50 p.m.
Team BBQ 11:30 a.m. – 1:30 p.m. / Regency Athletic Complex
Banquet 6 p.m. / DoubleTree by Hilton-Denver
Admin. /Coaches Meeting 8 p.m. / DoubleTree by Hilton-Denver

THURSDAY, MAY 23- Parking Code 7012633

Umpires meeting 9 a.m. / Regency Athletic Complex-Cohen Center for Athletics

Game 1 – Seed 1 vs. Seed 8 11 a.m.
Game 2 – Seed 4 vs. Seed 5 1:30 p.m.
Game 3 – Seed 2 vs. Seed 7 4 p.m.
Game 4 – Seed 3 vs. Seed 6 6:30 p.m.

FRIDAY, MAY 24- Parking Code 7012655

Game 5 11 a.m.
Game 6 1:30 p.m.
Game 7 4 p.m.
Game 8 6:30 p.m.

SATURDAY, MAY 25- Parking Code 7012634

Game 9 11 a.m.
Game 10 1:30 p.m.
Game 11 4 p.m.
Game 12 6:30 p.m.

SUNDAY, MAY 26- Parking Code 7012656

Game 13 Noon (if necessary)
Game 14 2:30 p.m. (if necessary)
Game F1 5 p.m.

MONDAY, MAY 27- Parking Code 7012635

Game F2 Noon
Game F3 2:30 p.m. (if necessary)

-All times local

Scouting

No scouting seats have been reserved.

Security

Auraria Police Department will patrol the facility on a continuous basis. Personal bags will be checked at the main entrance gate. Credentials will be checked as teams enter the facility.

Special Events and Opportunities

Autograph Sessions

The NCAA will sponsor autograph sessions for the Division II softball championship fans. Sessions will be held following each team's first game on Thursday, May 23 for 15 minutes. We ask that you inform your players of these autograph sessions. The autograph area will be held by the soccer field following your 10-minute cooling off period. Tournament officials and the regional committee member assigned to your team will assist your team in the mechanics of these sessions and will provide markers for autograph signing. Your cooperation with this promotion is appreciated and will enhance the interest and excitement among the young people in the community.

In Game Activities

National Anthem

The "Star-Spangled Banner" will be played before the first game each day.

Ceremonial First Pitch

The ceremonial first pitch will occur prior to the start of the first game of each day, where applicable.

All-Tournament Team

The all-tournament team selection committee will select 12 players, including a most outstanding player. The All-Tournament team will be presented at the conclusion of the championship game, followed by the championship team and individual student-athlete trophies presentation.

Super Regional Results

The host sports information director at each super regional site must, after their super regional championship game, email Nate Lake at nlake3@msudenver.edu to provide updated information on all super regional results. If there is any competition on **Saturday, May 18**, the winning team should immediately forward the statistical information to Nate Lake following the conclusion of that game.

In addition, the SID of each regional tournament must immediately contact Nate Lake to arrange for sending of updated statistics. We must have these statistics by **Friday night, May 17 or immediately upon completion of your super regional tournament**, so please plan to have them updated at that time.

Softballs

The Rawlings NC12L softball will be used for championship play. Rawlings will supply balls for all championship rounds; no other softball shall be used.

Each team should scuff one dozen balls during practice.

Game balls should be available two hours prior to each game for each team. Each team is asked to

scuff game balls during practice. The balls being scuffed should not be used for hitting practice. Scuffed balls should be returned to the NCAA representative prior to the teams' leaving the field.

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

Souvenir Merchandise

A variety of NCAA Division II Softball Championship merchandise will be on sale at Regency Athletic Complex throughout the championship. For participating student-athletes, the merchandise will be available at the banquet on Wednesday evening.

Team Meeting Areas

Once on-site teams will be assigned to a locker room inside the Cohen Center for Athletics.

Team Photos

Each team will be required to take a team photo at the championship prior to your practice on Wednesday, May 22. Teams should meet at the front gates before practice and should be coordinating with their committee representative. Teams starting practice on the baseball field should arrive 20 minutes prior to and teams starting practice on the softball field should arrive 10 minutes prior to.

Ticket Prices

Tickets	Individual Day	All-Session
Adult	\$10	\$35
Senior / Student / Youth	\$6	\$20

-Gates will open one hour before first game each day

Transportation

Airport

- Denver International Airport
 - 8500 Peña Blvd, Denver, CO

Local Ground

It is the responsibility of each participating school to secure through Go Ground and pay for its local ground transportation.

At the end of each fiscal year, the Division II Planning and Finance committee will determine if there are any funds available to assist member institutions in offsetting local transportation costs. If funds are available, and the Presidents Council authorizes such use, the funds will be distributed to member institutions based on a formula approved by the Planning and Finance committee.

Umpires

The NCAA Division II Softball Committee is responsible for the assignment of umpires to the championship. Umpire assignments for Thursday's games will be announced at the administrative meeting on Wednesday.

Each coach will be asked to complete an umpire evaluation after each game. This information will be used by the committee and Umpire in Chief (UIC).

Videotaping

Teams may videotape their own games only. Teams may videotape above their own dugouts. No electric outlets will be available. There will be no videotaping from inside the dugout. The host institution can provide copies of video/web stream film upon request. The request should be directed to the media coordinator prior to the start of the game. If teams plan to film on their own, they should notify the media coordinator of this information; he will then provide the information on designated videotaping areas.

DoubleTree by Hilton-Denver
Wednesday May 22 at 6 p.m.
Official Banquet Request Form (Teams Only)

Please fill out *completely* & email to Elaine Becks at ebecks@msudenver.edu
You will receive banquet tickets for your official travel party (maximum of 26) in your welcome packet. If you need more (up to four), specify the number below.

Team: _____ **Coach:** _____

If you need more tickets for your team personnel, fill in the information below.

Number of extra tickets needed: _____ x \$50 = \$_____ **(Total due at the banquet)**

Please make checks payable to the MSU Denver Athletics

AWARDS RECIPIENT FORM

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 _____

APPENDIX C BAT TESTING INFORMATION FOR DIVISION II COACHES 2019

Pre-Competition Barrel Compression Testing (BCT)

General Information

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

Testing Protocol

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

Post-competition Compliance Testing

General Information

1. As in the past, a sample of bats from the final two teams of the Championship will be collected and additional bats from regionals and/or super regionals may be collected for bat compliance testing in the Sport Science Lab at Washington State University.
2. For these purposes, no more than two bats will be identified and secured from any one team at any one site for post-competition compliance testing.
3. Bats will not be collected until the season has ended for the selected team(s).
4. Bats to be tested in the lab will be selected randomly, based on performance and/or based on what is currently in the NCAA bat library.
5. Results on bats sent to the lab, whether taken post-competition or for failing BCT, will take approximately eight weeks to obtain.
6. Bats that pass lab testing will be returned; however, bats that fail in the lab will remain surrendered and will not be returned.
7. Institutions, the bat manufacturers, the NCAA Softball Rules Committee and Division II Softball Committee will receive notification of a bat model that fails in the lab.

NCAA Softball Bat Compliance Log

Institution_____

Coach _____

Championship Division

Start Date_____

APPENDIX C

Tester _____

Site _____ Machine # _____

[illegible]

Important Addresses

DoubleTree by Hilton-Denver

3203 Quebec St.
Denver, CO 80207

Hilton Garden Inn

600 South Colorado Blvd
Denver, CO 80226

Regency Athletic Complex-Cohen Center for Athletics

1600 West Colfax
Denver, CO 80204

Denver International Airport

8500 Peña Blvd
Denver, CO 80249

Regis University

Regis Fieldhouse
Rangers Hitting Facility
3333 Regis Blvd
Denver, CO 80221

Locker Room Assignments

Games 1, 3, 5, 7, 9, 11, 13

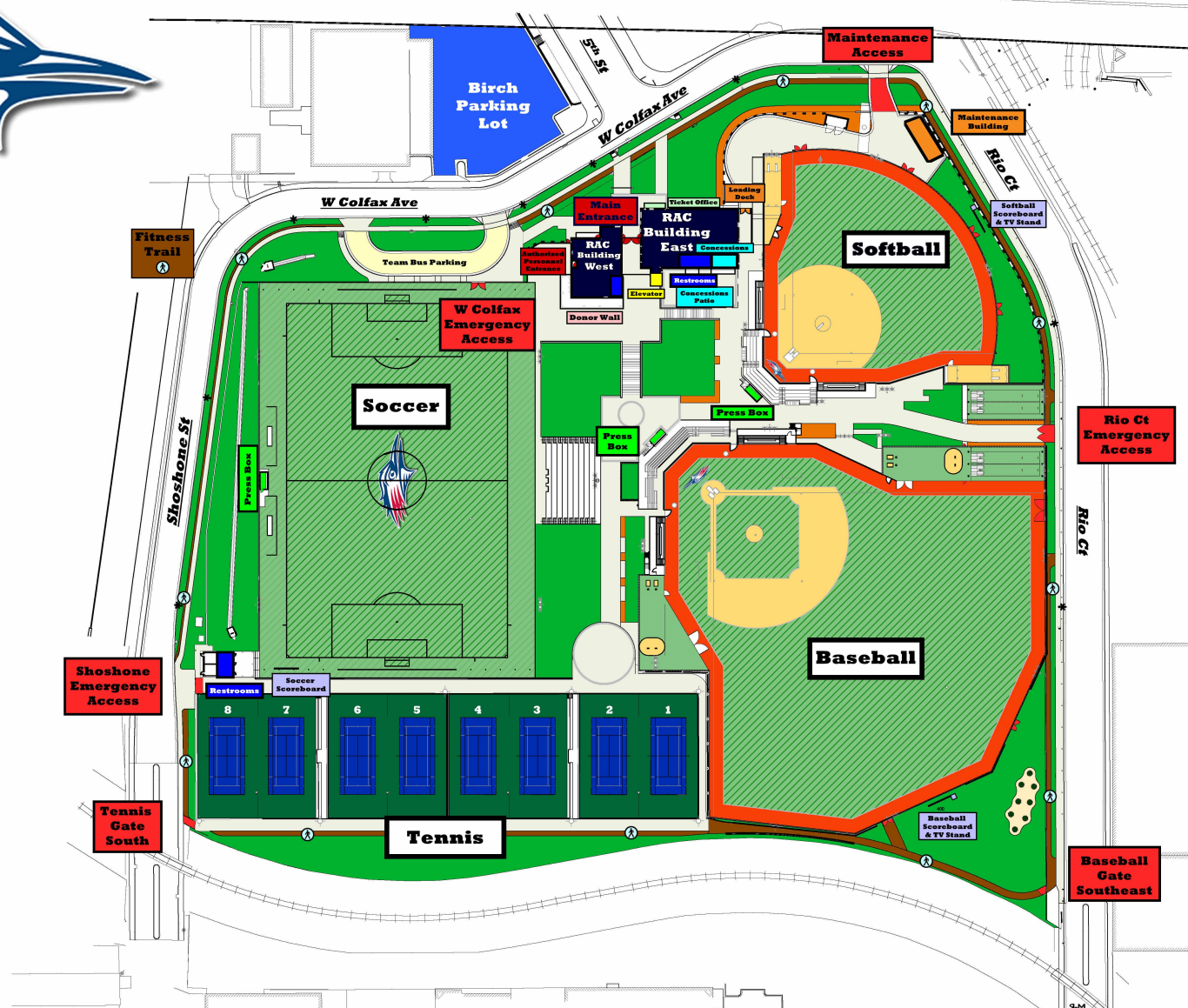
- Baseball Locker Room
 - Home Team
- Men's Soccer Locker Room
 - Visiting Team

Games 2, 4, 6, 8, 10, 12, 14

- Softball Locker Room
 - Home Team
- Women's Soccer Locker Room
 - Visiting Team

Games F1, F2, F3

- These will be set once the "If Necessary" games are decided



DENVER, COLORADO

BUILDING:
Regency Athletics Complex
1600 W Colfax Ave
Denver, CO

PROJ. #

ISSUED 1/15/15

REVISION RECORD



DENVER, COLORADO

BUILDING:
Regency Athletics Complex
1600 W Colfax Ave
Denver, CO

PROJ. #

ISSUED 1/15/15

REVISION RECORD

