



**2024 DIVISION II  
SOFTBALL  
CHAMPIONSHIP**

***HOST OPERATIONS  
2023-24 MANUAL***

# Division II Softball

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## INTRODUCTION

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 championship 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 local organizing committee.

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

## ROLE OF NCAA

The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA partners, will lead the planning efforts, management and execution of all NCAA championships and events. 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, in venue entertainment, fan and sponsor events, broadcast 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.

## ROLE OF GOVERNING SPORT 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 sport 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 Divisions II Presidents Councils.

## NCAA COMMITTEE AND STAFF

## 2023-24 DIVISION II SOFTBALL COMMITTEE

ATLANTIC REGION**ANDREA MILLER GRADY**

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# Section 1 • Alcoholic Beverages and Tobacco Products

## ALCOHOLIC BEVERAGES

Alcoholic beverages (beer, wine, malt beverages or other alcoholic beverages with similar alcohol by volume content – i.e., ciders, seltzers) may be sold and dispensed at NCAA Division I, II, and National Collegiate championship and ancillary events, provided that the host, venue, and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
  - Permissible types of alcoholic beverages;
  - Eligibility for the sale and distribution of alcoholic beverages;
  - Indemnity, warranty, and insurance obligations; and
  - Verification.
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.
- Agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect, or other expenses, such as overhead, marketing, fulfillment, general and administrative, interest, or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.
- Following the championship conclusion, provide the NCAA with certain information regarding the concessions activity—including gross sales, direct costs, and applicable taxes—for food, non-alcoholic beverages, and alcoholic beverages sold during the event.
- Execute, as part of the bid submission, the applicable policy and agreement documents maintained in the NCAA Championships Bid.

### General

The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary events.

The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.

Promotional items (e.g., cups, shakers, flags, signs) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

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An economic impact study can be executed at an NCAA championship to examine the effect of the championship(s) on the local economy. In some cases, the NCAA will conduct an on-site study and will provide the data to the host once the study is completed. In other cases, the NCAA will support the hosts' efforts to execute a study. This can be done using the hosts' own approach/tools or the NCAA's Economic Impact Study "In-a-Box" tool."

### **TOBACCO PRODUCTS**

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.

## Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. 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 ADA. 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.

If the host institution/conference receives a request for an accommodation, which may require input from the NCAA, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to address the request.



# Section 3 • Awards

## CHAMPIONSHIP AWARDS

### Regionals & Super Regionals

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team's squad size (20) to the tournament director at each regional site. NCAA participant medallions for the non-advancing team's squad size (20) along with one regional champion team trophy will be sent to the tournament director for the super regional.

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 retaped, closed and secured in a limited-access area

## 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). Hosts will be provided template scripts.

## Section 4 • Bands/Spirit Rules

### ARTIFICIAL 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.

### DESIGNATED AREAS

Bands, spirit squads and mascots must remain in an area designated by the tournament director with the approval of the committee. Use tape to designate the boundaries for spirit squad. Bands should be seated in comparable areas of the competition site. Place bands so as not to interfere with spectators, photographers or participants, subject to the approval of the committee liaisons.

### 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.

**Order of Pregame Anthem & Team Introductions** (regionals and super regionals).

- **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 pregame protocol:**
  - On-Field Team Introductions;
  - International NCAA member institutions(s) national anthem (*if international NCAA member institution(s) competing*); and
  - National Anthem.

## Section 5 • Broadcasting/Internet

Please go to [NCAA.com/media](https://www.ncaa.com/media) for information regarding broadcast/Internet rights.

# Section 6 • Championship Presentation/Fan Engagement

## BRANDING

### Ancillary Events

The NCAA prohibits host institutions/conferences from conducting special ancillary entertainment activities for fans in conjunction with the championship. Should another entity (e.g., convention and visitor's bureau) elect to stage such activities, the following policies shall apply:

- All plans must be approved in advance by the NCAA.
- NCAA marks, logos, name or references to the championship or tickets may not be used.
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P).
- Such an activity may not take place on property controlled by the competition venue.

No entity may contact NCAA CC/Ps directly. All such contact shall be directed through the NCAA staff.

### Logos

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners (CC/Ps) and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions, unless written approval is provided by NCAA Marketing. All and any proposed commercial advertising and promotions, if not by a CC/Ps, must be reviewed by NCAA Marketing staff prior to approval and production.

### Public Address Scripts

The public address announcer scripts allow game management to keep the flow of the championship moving through the communication of important information to those in attendance. Communicate with your NCAA championship liaison to secure a PA script and run of show for the championship you are hosting.

### Video Boards

The NCAA will provide video board content to sites that have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance. Please work directly with your NCAA championship liaison to identify if there is a Van Wagner producer assigned to you (final sites) or if content should be downloaded from the Van Wagner box site directly (preliminary rounds).

Questions related to video board content logistics should be directed to:

Fred Bowen – Senior Producer  
Van Wagner  
Telephone: 574-807-5287  
Email: [fbowen@vanwagner.com](mailto:fbowen@vanwagner.com)

**Electronic Messages.** No host or venue specific electronic messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Warner Media/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.

## IN-VENUE ENTERTAINMENT

NCAA championship hosts are encouraged to explore in-venue entertainment options during the championship to keep fans engaged, excited and to enhance the atmosphere for both the fans and student-athletes. Various potential areas of in-venue entertainment and the guidelines associated with them are discussed below. Please discuss any forms of in-venue entertainment you would recommend with your NCAA staff point person for approval.

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### Break in action contests or promotions

Hosts should consider continuing regular season halftime/quarter break/timeout contests and promotions or creating new, unbiased or non-sponsored versions of these promotions to use during NCAA championships. Entertainment can also include local performance groups or youth scrimmages. Guidelines and ideas for consideration:

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier and signed off by a member of the NCAA Corporate Relations staff).
- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- Must not negatively impact the championship playing surface in anyway.
- No links or resemblance to gambling.
- Participants must be randomly selected.
- No bias toward or against any participating team.
- Campus and venue rules must be considered when developing the contest or promotion.
- NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from Event 1) make good prizes for these contests as prizes with commercial recognition would not be permitted.

### National anthem singers

Hosts are encouraged to explore their resources to bring in local, regional or even nationally recognized celebrities or groups to sing the national anthem (e.g., state beauty pageant winners, recording artists with strong local ties, famous local choir groups or bands). Guidelines and ideas for consideration:

- Local groups or personal contacts who could provide this service at no cost are recommended.
- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team).
- A brief description and “thank you” for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included.
- Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable), and introduction/applause for the performer.

### Enhanced team introductions

Examples of this could include using special music or video introductions provided by each team, smoke machines or on-field fireworks, inflatable tunnels, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced, local or school bands playing, etc. Guidelines and ideas for consideration:

- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- No bias toward or against any participating team and should be equally executed for all participating teams.
- Should be discussed with the NCAA point person in advance.

### Musical entertainment

Participating school bands will be scheduled into the overall championship presentation when they are available. When they are not, the host institution marching band, other school bands or local bands may be appropriate for entertainment during pregame, halftime or other breaks in the action or for greeting fans in the stadium entrance or other congregating area.

### Affiliated award recognitions

If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite 90 award winner, coaches' association player of the year winner, coach of the year). Please consult with the NCAA point person to determine appropriateness.

### Military involvement

Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, fly-overs, parachute teams, precision drill teams, etc. *Please see Military Involvement below for full description and guidelines.*

## **MILITARY INVOLVEMENT**

The NCAA is supportive of inviting the military to participate at NCAA championships if their involvement enhances the championship experience for student-athletes and fans while at the same time honoring the military in an appropriate and unobtrusive manner. At many NCAA championships, local or national military groups have been arranged by the host to perform pregame, during halftime or other breaks in the action. These performances have included, but are not limited to, national anthem performances (military singer, instrumentalist or band), color guard, presentation of large flags, fly-overs, parachute teams, precision drill teams, eagle releases around the national anthem, reunions of troops returning from overseas with their families, honorary recognitions, etc. Please discuss any forms of military involvement which you would recommend with your NCAA staff point person for approval.

### Guidelines

- Involvement from military groups often requires substantial government paperwork. Fly-overs and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead time to coordinate.
- Involvement from national touring military groups such as the Air Force Wings of Blue or Army Golden Knights may require costs of travel such as hotel rooms, per diems, rental vehicles and even air travel if a military transport cannot be arranged.
- Host connections with local military bases may be more cost-effective in arranging military involvement.
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., "Let's give a big round of applause for tonight's performance from the United States Air Force Heartland of America Band... and for all of the American military service personnel who they proudly represent.").
- Request for any type of presence on-site (e.g., booth space, interactive elements, inflatables, giveaway items or space within an NCAA fan festival) is not permitted unless discussed with your NCAA point person who would in turn discuss with the NCAA corporate relationships team.
- Campus and venue rules must be considered when developing the presentation.
- All performing or volunteering military groups should be provided complimentary access to watch the championship before or after their presentation if possible. Please discuss this with your NCAA point person.
- When several military groups are in attendance and recognized during one game/session of a multi-day championship, you may want to consider a theme night "Military Appreciation Day/Night." This should be discussed with your NCAA point person. Marketing should also be involved if you do a theme night.

# Section 7 • 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 prior to 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) 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.

## 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](#)

## 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.

## 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.

In the case of NCAA Women's Final Four, an ® is required after NCAA and after Women's Final Four. The NCAA owns "NCAA" and "Women's Final Four", but "NCAA Women's Final Four" is not a registered mark in itself: NCAA® Women's Final Four®.

To further expand, if the NCAA primary logo, which displays the registered mark, is used in a prominent position; NCAA Women's Final Four would require an r-ball only after the Four because the NCAA has already been identified as a registered mark. NCAA Women's Final Four®.

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](http://www.memberx.edu/ncaa).



### **Identification of commercially named venues on NCAA materials**

- For the purposes of providing information about and promoting the location of an NCAA championship, the venue/competition site of any round of NCAA championships can be printed, in text-only, on any and all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics).
- The logo of a commercially named venue cannot be used on any materials bearing NCAA logos or trademarks.
- The venue's name and information (without use of logos) will also be included on the dedicated website that the NCAA will provide to sell tickets.

### **NCAA logo use by commercially named venues**

For the purposes of providing information about and promoting the sale of NCAA tickets, the venue/competition site of any round of NCAA championships is permitted to display (subject to NCAA approval of the graphics) the championship site-specific logo as recognition of the event being held in its facility. The NCAA logo must be in the form of a link to a dedicated web page that will be established and/or assigned by the NCAA championship administrator to sell the NCAA tickets.

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
- The one-time logo use is limited to the site's "home web page" or "event web page."
- The NCAA logo must be placed in a location on the venue's web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially named venue). [This is because NCAA Corporate Champions/Corporate Partners and Turner/CBS have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).
- The venue is not permitted to claim to be "the home," a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championship staff cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

### **NCAA trademarked protection language**

NCAA trademarks benefit from consistent "source identification" to the public through basic legal language attributing ownership.

The legal statement should be used on "printed" materials of all types for all NCAA trademarks, except where there is agreement by key staff stakeholders that aesthetic or space limitations prevent legal language. The legal statement is NOT required when the NCAA blue disk or the word NCAA is used alone and part of NCAA-produced materials without any of the conditions below.

- Printed items that display logos of other business entities/organizations (i.e., corporate champions/corporate partners, network partners, official suppliers, official licensees, local organizing committees and NCAA members).
- Printed items that are produced to be "used" by other business entities/organizations including NCAA members and host institutions.
- Printed items produced for advertisement/promotional purposes (i.e., magazine and newspaper ads, NCAA souvenir publication ads, posters, newsletters).

The NCAA requires protection language as outlined below. This does not have to be prominently displayed language and is expected to be included as some form of "mouse print".

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact David Lovell at [dlovell@ncaa.org](mailto:dlovell@ncaa.org) or 317-917-6222.

**For blue disc and/or secondary (word) mark, please use:**

- NCAA is a trademark of the National Collegiate Athletic Association.

**For blue disc/secondary marks plus another NCAA trademark, please use (for example):**

- NCAA and March Madness are trademarks of the National Collegiate Athletic Association.
- NCAA, NCAA Sweet Sixteen and Road to the Final Four are trademarks of the National Collegiate Athletic Association.

**For Blue Disc/Secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):**

- The NCAA, March Madness, Men's Final Four and Women's Final Four are trademarks owned by the National Collegiate Athletic Association. All other licenses or trademarks are property of their respective holders.

**NCAA Licensed Trademarks:**

College World Series and Women's College World Series: The NCAA is the exclusive licensee of these marks, registered by Major League Baseball, in connection with the NCAA Division I Men's Baseball Championship and the Division I Women's Softball Championship.

All other licenses or trademarks are property of their respective holders.

**Helpful Links:**

[The NCAA's Advertising and Promotional Standards](#)

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

## 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, [ncaa.org/championships/marketing/ncaa-official-licensee-list](http://ncaa.org/championships/marketing/ncaa-official-licensee-list).

## ADVERTISING/SIGNS/"LOOK AND DÉCOR"

- Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to

be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

- b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.
- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).
- e. **Covering existing signage/product branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- g. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
- i. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

# Section 8 • Competition Site Requirements/Diagrams

## NEUTRALITY

At its August 2023 meeting, the NCAA Division II Championships Committee approved a policy to permit preliminary rounds of all Division II Championships to run the same kind of pregame promotions and celebrations they conduct during their regular-season contests before resuming neutrality at the start of the contest and through its conclusion. Please refer [here](#) for detailed guidelines.

## 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](https://www.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.

**Press Area.** A covered three-sided press area must be provided.

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

**Timing Device/Clock.** The site representative will keep time at practices.

## DIVISION II SOFTBALL

**Video Screens.** If electronic video replay screens are available, they may be used at the competition site's expense. Video screens may not display advertising.

**Softballs.** 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 and four (4) dozen balls to each super regional site. Hosts should be prepared to have Rawlings game balls on hand in the event that the ball shipment arrives late.

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

## BEVERAGES AND EQUIPMENT

**Sideline Equipment Hydration Program.** Regional and super regional hosts will not receive POWERADE-branded equipment and product. The host institution may use items other than POWERADE-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., committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, 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 POWERADE, as referenced above, must be absent of any commercial marks.

**Cups, Coolers and Ice Chests.** Drinking cups, water coolers, ice chests and cooler carts should be provided for each scheduled practice and competition during the regional and super regional rounds of the Division II Softball championship. 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 POWERADE, 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 POWERADE, 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)].

## COMPETITION SITE

The facilities used in the Division II Softball Championship must meet the requirements listed in the [2024 and 2025 NCAA Softball Rules and Interpretations Book](#) as well as the ones listed below.

## COMPETITION SITE REQUIREMENTS

### **Playing Area:**

- Field must be compliant with NCAA rules.
- If due to inclement weather, it is determined by the NCAA representative in consultation with the Division II Softball Committee Chair and NCAA liaison, 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.
- Permanent fencing is recommended but not required. If temporary fencing is used, it must be compliant with NCAA rules.
- The complex must be enclosed so that admission can be charged.
- 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 30 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.
- A designated, restricted and comparable area for stretching and throwing only will be provided to teams in the immediate proximity to the playing field.
- Home and away bullpens must be similar in composition (same material as the pitching surface on the game field 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.
- If two teams are waiting to play and only one team has access to bullpens due to the other bullpens being used by a team whose game is in progress, both teams must wait to use the bullpens until there is equal access.
- It is highly recommended that hosts provide two bullpens or designated areas for both the home and away team.
- Foul poles must extend vertically upward at the point it intersects the home run fence. The foul pole must be optic orange or white.
- Priority will be given to hosts with lighted fields (or access to lighted fields), all other criteria being equal. Recommendation: 150 footcandles in the infield and outfield.
- A tarp, where applicable, must 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.
- Hosts must be able to accommodate all players wearing metal cleats.
- Hosts should have a designated seating area for coaches to scout games. The location of this area is the host's decision.
- 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.
- 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 or the host team may not use their locker room. Hosts must identify a permanent structure that all teams may use should weather delays occur. This may include: classrooms, meeting rooms, common areas, etc. All teams should have access to these areas regardless of whether or not locker rooms are provided.

## DIVISION II SOFTBALL

- The following equipment must be provided to all teams during practice sessions and warmup on game day: two front-toss screen, two buckets of balls for front toss, four tees and two additional buckets of balls.
- If batting cage(s) are adjacent to one of the dugouts and can be used during the game, a sock net and tee must be provided for the other dugout to use during the game. If the batting cage(s) is not adjacent to the dugout(s), a sock net and tee should be provided near each dugout.
- Per NCAA Softball Rules, a 4-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.
- Plain cups and coolers must be used or logos must be covered.
- Ice must be provided to all teams. A list of available modalities should be included in the host participant manual.

### 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 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 and personnel for sale of championship merchandise.
- Appropriate maintenance staff must be on call throughout the championship.

## COMPETITION SITE USE

The competition site shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. one day 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 1½ 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.

**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.** 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.

**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. Coaches 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. Per NCAA Softball Rule 5.9.3 – Taking photos and video recording done by any team personnel may not be done from the team’s dugout or bullpen.



# Section 9 • 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:

1. Develop contact lists.
  - a. NCAA.
  - b. Local authorities and critical incident response team.
2. Review emergency protocol before the start of the event.
3. Identify chain of authority.
  - a. Incident Commander (second in command).
  - b. Decision-making personnel/team.
4. Identify incident command center.
5. Identify incident communication plan.
6. Review evacuation plan – Review plan with competition site manager.
7. Review emergency response plan for typical emergencies.
8. Review emergency response plan for national disasters.
9. Review emergency response plan for terrorists' actions.
10. Connect with the closest Protective Security Advisors (PSA) for your area and notify them of the event to receive security notifications and instructions. Send a request to [PSCDOperations@hq.dhs.gov](mailto:PSCDOperations@hq.dhs.gov) to receive the contact for a local PSA.

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 (or an appropriate space if press box is not safe) 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 10 • 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.

Comprehensive drug testing details for hosts can be found in the Championship Site Coordinator Manual [here](#).

### DRUG TESTING STATEMENT

The following statement will be read by the NCAA championship manager or the NCAA site representative at the mandatory administrative meeting prior to competition:

“NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events. Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

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

# Section 11 • 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, within 60 days after the final date of competition at the site (if applicable). An automated email will be generated notifying the host of the final settlement payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA upon approval of the financial report by NCAA staff and receipt of this email. 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% reduction in honorarium), 91-120 days (50% reduction in honorarium) and 121 days or more (100% 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.

## DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport 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](https://ncaa.org/Student-Athlete%20Programs/Health%20and%20Safety) ([ncaa.org/Student-Athlete Programs/Health and Safety](https://ncaa.org/Student-Athlete Programs/Health and Safety)).

### PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA policies. The competing teams shall be responsible for their local transportation, unless otherwise allowed under NCAA policy. Once the championship is completed, participating institutions should submit online expense forms via the Travel Expense System (TES) 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.

### SITE REPRESENTATIVES

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.

### TRANSPORTATION

**Transportation.** 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 approve the individual to get a rental car and the individual will need to call Short's Travel to book.

**Local Transportation for Teams.** For team sports, eligible for reimbursable ground transportation, must arrange ground transportation through Short's Travel. Individual sports, eligible for reimbursable ground transportation receive mileage reimbursement in accordance with the travel policy.

**Air Transportation for Teams.** If a school is eligible for air transportation, all air travel must be booked through Short's Travel.

### NCAA Championship Travel Policies

# Section 12 • Game Management

## ELECTRONIC TRANSMISSIONS

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 that are set up in the designated video area may be used as aids for post-game analysis only.

Cell phones 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 or dugout by anyone 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:

The national committee will designate an NCAA site representative for each site. These representatives will serve as chair of the games committee, which also will be comprised of the umpire-in-chief and the tournament director. Institutional administrators will be consulted as needed. 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.

## PUBLIC ADDRESS ANNOUNCEMENTS

**Public-Address Announcer.** The public-address announcer will follow the NCAA script for player introductions.

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. Weather Sentry login information should be sent by the host to the Site Representative prior to his/her arrival to campus.

**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. The tournament director should review the tournament schedule, including meeting, practice and game times, emergency action plans, Weather Sentry login, and staffing with the Site Representative prior to his/her arrival to campus.

## 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.

## DIVISION II SOFTBALL

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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 13 • Health & Safety Considerations

As part of preparation and planning to host and/or participate in championship events, member Institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the [NCAA Sport Science Institute website](#). A non-exhaustive list of some of the key health and safety considerations is provided below. More detailed information on each of these topics can be found in the [Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes](#) and the [NCAA Sports Medicine Handbook](#).

- Blood-Borne Pathogens and Other Biohazards.
- Catastrophic Incidents and Emergency Action Plans.
- Cleaning and Disinfection.
- Inclement Weather, Air Quality and Other Environmental Considerations.
- Independent Medical Care.
- Medical Facilities.
- Medical Disqualification, Removal and Return to Activities.
- Medical Staff: Resources, Communications, Training and Responsibilities.
- Medical Supplies and Equipment.
- Medical Treatment (including for, among others, the following emergency conditions):
  - Asthma.
  - Burners (Brachial Plexus Injuries).
  - Cardiac Emergencies.
  - Cervical Spine Injuries.
  - Concussion and Traumatic Brain Injury.
  - Diabetic Emergency.
  - Head and Neck Injury.
  - Heat Illness and Heat Stroke.
  - Hypothermia.
  - Mental Health Emergencies.
  - Rhabdomyolysis.
  - Sickle Cell and Other Exertional and Non-Exertional Collapse.
  - Skin Infections.
- Prescription Medications, Banned Substances and Drug Testing.
- Protective Gear and Equipment.
- Sexual Violence.
- Visiting Team Care and Coverage.

In addition, and as a supplement to the legislative and policy requirements and related guidance described above, the following health and safety considerations and expectations will also apply to all championship events.



### **AMBULANCE SERVICE**

Planned access to an ambulance shall be provided by the championship host. If it is determined that an ambulance should be provided on site, the championship host shall obtain the ambulance service and the incurred cost is reimbursable by the NCAA. Any ambulance used must be equipped in accordance with all applicable government regulations and industry medical and safety standards.

### **COACHES, OFFICIALS, EVENT STAFF AND SPECTATORS**

Host institutions should consult as necessary with applicable institutional legal, medical and risk management personnel to determine and appropriately plan for the management of emergency and other health and safety incidents involving individuals other than student-athletes that may occur at the championship event or venue.

### **MEDICAL STAFF CREDENTIALS AND ACCESS**

Travel party credentials for participating institutions will include credentials for medical personnel; provided it is the responsibility of the participating institution to include medical personnel in their normal credential numbers. Institutions may include medical staff beyond travel party limits provided they pay for the additional numbers with institutional funds. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.

Any medical staff traveling with participating teams will have access to their team participants with the assistance of host medical staff, should an injury occur. If medical staff are not to be seated with the team during any championship event for any reason, they should communicate to host medical staff their seat locations and host medical staff should be prepared to provide all participant medical staff with the necessary credentials to access and provide necessary escort to the team locker room or athletic training room in the event of an emergency. Typically, an access point from the stands supervised by security will allow access by medical personnel to student-athletes.

### **PORTABLE IMMERSION TUBS**

Portable immersion tubs (hot or cold) are permitted at championship events only where use is a component of an established emergency or other health and safety plan and managed under the direction of sports medicine staff, an athletic trainer or physician in accordance with all applicable institutional and government health regulations and requirements.

## Section 14 • 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 CGL 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 (CGL) 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 CGL 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 15 • 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 host must make lodging arrangements for teams, umpires and the NCAA site representative or committee representative.

### TEAM LODGING

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.

Participating institutions are responsible for the rooms reserved for the championship. If an institution prefers to stay in another hotel, it must (1) obtain a release of the rooms in writing from the hotel's general manager and provide a copy to the committee prior to the start of the championship; or (2) use the rooms for persons accompanying the official travel 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, it will be charged for the full cost of the original reservations of those rooms.

### UMPIRES' LODGING

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. Each umpire should be assigned to their own king room. For check-in/out, confer with the umpires.

Number of officials assigned at each site:

- Regionals: Four.
- Super Regionals: Three plus one alternate.

**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.**

### COMMITTEE/SITE REPRESENTATIVE LODGING

One king room should be reserved for site representatives required to stay overnight at the site. These rooms must be held beginning the day before the competition begins. Hotel expenses (excluding incidentals) shall be paid by the host institution and later reimbursed by the NCAA.

### 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 predetermined, non-negotiable rate included in the contract between the two parties, except as specified in the following sections.

# Section 16 • Marketing

## CONTACTS

The host institution should designate a marketing contact or marketing team for the championship. This person should be familiar with marketing strategies that have worked in the community where the championship will be held to sell tickets and drive attendance. It is the primary responsibility of the marketing contact to work closely with the NCAA championships marketing contact to create and implement the championship marketing plan. While many host institutions may have a marketing contact in the athletics 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 Championships Bid Portal.

## EXPECTATIONS

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA championship manager can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results post-championship to share with your NCAA marketing contact.

## MARKETING PLAN

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA championships marketing contact. The marketing should reflect the host's commitment to creating an environment where all guests feel welcome and see themselves represented throughout the championship experience. All marketing plans, marketing budgets and collateral must be approved by the NCAA championships marketing contact prior to implementation. A marketing plan template may be found in Appendix M.

## MARKETING COLLATERAL

**NCAA Marketing Portal.** The NCAA Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The [NCAA Marketing Portal](#) can be accessed at [NCAACHampsPromotion.com](#).

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

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username, and password. Please contact [ncaachampspromotions@ncaa.org](mailto:ncaachampspromotions@ncaa.org) if you are unable to locate this information.

Customizable artwork templates and marketing resources available on the NCAA Marketing Portal include, but are not limited to:

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

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

All requests 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 Marketing Portal. 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.

**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.

### SOCIAL MEDIA GUIDELINES

Host institutions/conferences may use already established social media accounts (Facebook, Twitter, etc.) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Please refer to [ncaa.org/socialmedia](http://ncaa.org/socialmedia) for a listing of official NCAA social media accounts.

## Section 17 • Media Services

The NCAA considers this hosting opportunity a partnership between the host school/conference, facility and the NCAA. The primary objective of everyone involved in the administration of the championship, shall be to provide a memorable championship experience for each participating student-athlete, coach, administrator and tournament attendee.

**Note that health and safety protocols related to preparedness, response and protocols might have an effect on the media services detailed below, with any changes provided to all hosts in advance of each championship.**

### BROADCASTING/INTERNET

Please log on to [NCAA.com/media](https://www.ncaa.com/media) for information regarding broadcast/internet rights.

### CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at [ncaa.org](https://www.ncaa.org) - [ncaa.org/championships/statistics/ncaa-records-books](https://www.ncaa.org/championships/statistics/ncaa-records-books). Click on the appropriate sport, select the year and then click Division II Records.

### CREDENTIALS

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. Additional institutional personnel over the 26 members of the official traveling party must purchase tickets.

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. These should be provided to each participating team's administrator or coach at the coaches meeting.

Host institutions are responsible for producing credentials for preliminary round sites. PDF templates are available for preliminary round credentials if desired. Please contact Jenn Rodgers ([jrodgers@ncaa.org](mailto:jrodgers@ncaa.org)) for more information. 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](https://www.ncaa.com/media), should also be visible at credential pickup.

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.

### CREDENTIAL QUALIFICATION AND ACCEPTANCE

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.

*Please note: All practices are closed to media personnel.*

### STATISTICS

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

### STATISTICS REPORTING TO THE NCAA

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, [NCAA.com](http://NCAA.com), with the NCAA providing delivery information. 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. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

Institutions should send all information as follows:

- Email the information to [NCAA-Editorial@warnermedia.com](mailto:NCAA-Editorial@warnermedia.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.

### INTERNET POLICY

The NCAA website, [NCAA.com](http://NCAA.com), serves as the official online resource for NCAA championships.

The NCAA and its partners own the Internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

### 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 nor 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](mailto:nflannery@ncaa.org)).

### 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 and/or if media guides and postseason information should be uploaded to the NCAA box library. If wanting to provide a printed version, 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.

### 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.

## MEDIA ACCOMMODATIONS

**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 should be provided at all championship host sites. 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.

**Media Workroom.** If necessary, a media workroom should be designated at each site, where media members can file stories following competition. The workroom should provide an adequate amount of media seating, electrical outlets, complimentary wireless internet access and a pool of high-speed internet lines, if possible. 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.

## NEWS FILM AND MINI-CAMS

Please visit [NCAA.com/media](http://NCAA.com/media) for updated information related to television, video and ENG policies.

## 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 will not pay any expenses. All volunteers should be a minimum of 16 years or older. 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 work in approved event coverage locations. 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 conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (website, email, social media, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter – Helps the official scorer identify assists and any other assistance for official scorer.



## DIVISION II SOFTBALL

- Stat Crew – Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts – People to escort the coaches and student-athletes to the postgame press conference.

### POSTGAME PRESS CONFERENCES

It is recommended that host institutions provide postgame press conferences.

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.

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.

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts.

*(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.)*

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

**Obligation of Head 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 postgame interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the tournament, the coach and players may participate in a special interview, where applicable.

**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. 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.

#### **Moderator Duties**

1. The moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, 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. Media coordination 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).

**Order of Appearance.** 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.

**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 workspaces.
- Mult box.
- Wireless microphones.

## 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. Please refer to information [here for further information regarding photography done at the championships](#).

## PHOTOGRAPHY AREA POLICIES

The media coordinator shall be prepared to designate “photographer positions,” should media requests warrant it. “Prime” positions should be given to NCAA Photos and/or Getty Photos, or otherwise 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.

## PHOTOGRAPHY

Host institutions are not required to have a photographer when Clarkson-Creative 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 upon requesting a credential. Photo sales on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special rate 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.”

## DIVISION II SOFTBALL

For internal member institution use, please contact Clarkson-Creative at [info@ncaaphotos.com](mailto: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. For all other uses, please contact Andy Krause ([Andrew.Krause@gettyimages.com](mailto:Andrew.Krause@gettyimages.com)).

Any other entity, with the exception of the NCAA membership, seeking a championship event photo must license it through Getty Images. To license an NCAA championship event photo, please visit [on.ncaa.com/NCAAonGetty](https://on.ncaa.com/NCAAonGetty).

For additional questions regarding championship photography, please contact Nate Flannery ([nflannery@ncaa.org](mailto:nflannery@ncaa.org); 317-917-6222).

### TEAM VIDEOGRAPHER

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. For the latest information and policies in regard to team content, go to "Team Content Policy" link at [NCAA.com/media-center/broadcast-services](https://NCAA.com/media-center/broadcast-services). Filming/still photography from the dugout by any institutional representatives is not permitted at any time, for any purpose.

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.

For the latest information and policies in regard to team content, go to "Team Content Policy" link at [NCAA.com/media-center/broadcast-services](https://NCAA.com/media-center/broadcast-services).

### 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 [NCAA.com/media](https://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/content/audio-policies-0](https://NCAA.com/content/audio-policies-0).

### INTERNET

Complimentary 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.

### 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.

### TELEVISION

If an NCAA championship is to be televised, the media coordinator will be notified by the NCAA championships liaison, media coordinator or member of the broadcast staff. This person will relay any needs specific to television, such as power, press row space, etc., to the host media coordinator. Information about NCAA broadcasts can be found online at [NCAA.com/media](https://NCAA.com/media).

### LIVE STREAMING

Since the 2019-20 academic year, video streaming is listed as a facility requirement in minimum bid specifications for prospective regional hosts and video streaming is required to be implemented for preliminary-round contests in the

following sports: baseball, men's and women's basketball, field hockey, football, men's and women's lacrosse, men's and women's soccer, softball, women's volleyball and wrestling.

The division's minimum standards for video streaming of preliminary-round contests are the following:

- At least one camera must be used. Institutions may produce a multi-camera video stream if technically possible. In addition, cell phones are not permitted as the camera source.
  - Note: Effective for the 2024-25 academic year, preliminary round hosts in basketball only are required to have multiple cameras (at least two).
- Excluding wrestling, at least one broadcaster must be assigned for each contest to provide commentary in the live video stream.
- Personnel must be able to deliver neutral audio play-by-play and color commentary. (Host institutions may choose to use personnel who have announced the school's regular-season broadcasts, but those personnel must deliver a neutral commentary during the video stream.)
- Game action must be visible when competition is in progress.
- Current score, time and applicable information must be on screen if technically possible.
- NCAA public service announcements must be used during breaks if technically possible.
- Every effort should be made to ensure that graphics are neutral and include only NCAA and NCAA participating institutions' marks. If a matchup features conference opponents, then the conference mark may be used.
- Contests must be recorded and shared with participating schools as requested.
- The NCAA will not reimburse for equipment rental/purchase or production costs associated with video streaming in preliminary rounds. The NCAA will reimburse for costs associated with staffing (for example, commentators and producers).

Apply for NCAA internet streaming rights online at [NCAA.com/rights-request](https://www.ncaa.com/rights-request). Questions about Internet streaming can be directed to Nate Flannery (317-917-6523; [nflannery@ncaa.org](mailto:nflannery@ncaa.org)).

## NCAA PRELIMINARY ROUND MICROSITE GUIDELINES

All Division II preliminary-round hosts are required to create a microsite (i.e., a single webpage for the event and a link to it from the school's main athletics website) that includes select minimum requirements about the championship. Requirements can be found here.

NCAA Championship hosts and LOCs are welcome to build a city specific microsite to house local information regarding things-to-do, travel tips, restaurants, volunteer info, etc. The primary purpose of the microsite should welcome fans enhance their experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

*Please note: the URL for your microsite should not be promoted and will be linked directly through NCAA.com. It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on NCAA.com.*

## DINING, SHOPPING AND ATTRACTIONS

The following topics are permissible to house within your microsite:

- Local fan gathering and entertainment locations.
- Shopping and dining.
- Special attractions.

### LOCAL NEWS

The microsite can contain story modules to promote local press releases or additional information pertaining to hosting the event. This should not include information about the competition.

### VENUE AND TRANSPORTATION INFORMATION

City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:

- Venue address.
- Venue parking map and details, Google map.
- Venue security information.
- Public transportation options.

### VOLUNTEER INFORMATION

The microsite can contain additional details to recruit and register volunteers. A general overview, schedule and registration information are commonly found details within this section.

### TRAVEL INFORMATION

Hotel, car rental and other travel accommodations should link to: [NCAA.com/Travel](https://ncaa.com/travel).

### SELECTIONS, PRELIMINARY ROUNDS AND BROADCAST SCHEDULE

All information regarding the details of selections, all regional and super regional rounds and broadcast schedules should be linked to NCAA.com with the use of the NCAA.com logo.

### EMAIL SIGN UP

**Fans who would like to receive more information can sign up to receive newsletters from the NCAA.** The following link should be included for email sign up: [NCAA.com/newsletter-signup](https://ncaa.com/newsletter-signup)

### LOGO USAGE

For championship logos, please submit a request to access the NCAA Digital Library at <https://ncaa-logo.pd.dmh.veritone.com/user/login>.

### COPYRIGHTS, LICENSING, TRADEMARKS AND CORPORATE MARKS

The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

Host cannot promote or click thru to any URL other than NCAA.com.

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the micro- site is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: [ncaaphotos.photoshelter.com/contact](https://ncaaphotos.photoshelter.com/contact)
- The microsite must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

A complete list of NCAA trademarks and trademark protection can be found by [clicking here](#).

## SOCIAL MEDIA

All social media icons should link to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at [NCAA.com/Social](https://www.ncaa.com/social)

## MOBILE VERSION

The NCAA championship information pages will be mobile friendly. In order for the microsite to convert to mobile devices, pages will need to be created for use on a mobile site.

## LOCAL CONTRIBUTOR RECOGNITION

The LOC/host institution is able to recognize their local contributors under the following guidelines:

- In text form only.
- The NCAA's logos need to be removed from that specific page.
- The link to this page is not in main or sidebar navigation (bottom navigation only).
- This page is entitled "Local Contributors".
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the CC/PS are listed within that text.

## MICROSITE EXAMPLE

If you would like to review an approved championship microsite, please reference the following page:

- Oklahoma City Women's College World Series Microsite: <https://www.visitokc.com/wcws/>

## NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

The official NCAA social media pages and official hashtags can be found here: [on.ncaa.com/SocialAccounts](https://www.ncaa.com/socialaccounts)

### Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts 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, fliers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA account 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 methods, 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 associate director of social media, [cdion@ncaa.org](mailto:cdion@ncaa.org).

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

### **Top considerations when planning for social media event marketing:**

1. **Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. **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.
3. **Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. **Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.

5. **Be concise.** Get to the point within two sentences. Less than that, if possible.
6. **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.
7. **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.
8. **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.
9. **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](mailto:cdion@ncaa.org), or send ideas or news to the general box, [socialmedia@ncaa.org](mailto:socialmedia@ncaa.org).

## Section 18 • Meetings/Schedule of Events

### PRE-TOURNAMENT MEETING

The mandatory meeting is jointly conducted by the tournament manager and site representative and includes: all participating head coaches, team administrators, the umpire-in-chief, tournament director, site representative, host athletic trainer and host sports information director. In addition, to the pre-championship meeting, the team administrator (director of athletics, senior woman administrator, or designated assistant/associate athletics director) is required to attend 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. The site representative should attend this meeting as well.

### SCHEDULE OF EVENTS

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



# Section 19 • 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](mailto: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 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% commission fee for providing these services. The 20% 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% 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. 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 either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra 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 two 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% 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 seven 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% 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% 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 20 • Officials

## CONFIDENTIALITY

Participating teams will be advised of the umpires 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 umpires (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 \$715. Super regional umpires receive a flat fee of \$600. The alternate umpire at super regionals will receive a flat fee of \$245 plus per diem and mileage. Travel expenses for the umpires will be paid by the NCAA via RefQuest (RQ+) 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 RQ Pay system.

## HOTEL

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

## MEETINGS

An umpires meeting will need to be scheduled; for all sites, before the first game of the regional or super regional. This meeting should include the umpire in chief, umpire crew and site representative. The agenda for this meeting can be found in the agendas folder in the host collaboration zone.

## SELECTION

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

## TICKETS

Each umpire 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 umpires themselves should be provided a credential for admittance.

## UNIFORM

Umpires shall wear uniforms outlined in the [NCAA Softball Rules and Interpretations](#) book.

# Section 21 • 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.

## STANDARDIZED INFORMATION BOOKLET FOR PARTICIPANTS

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) 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.

## Section 22 • 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 (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.

### TEAM PRACTICES (ALL ROUNDS)

All teams should be allowed access to practice facilities of equal quality beginning with the day immediately preceding the tournament and during the tournament.

Participating teams must be allowed to practice on the game field for a maximum one hour, weather permitting. Additional time must be provided for hitting/stretching, etc. (the game field may not be used for this purpose). In case of inclement weather, an alternate site should be available for practice. At a minimum, the alternate site should allow for throwing and hitting to take place. 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 and may not be used for scouting purposes. Please refer to Competition Site Requirements in Section 9 of this manual for required list of equipment the host must provide.

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.

**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.

### 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.

## Section 23 • 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 prior to the first day of the event.

All digital programs available can be found at [NCAA.com/gameprograms](https://www.ncaa.com/gameprograms).

### CONTENT/EDITORIAL

#### LEARFIELD Responsibilities

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

#### Host Responsibilities

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

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen ([clerrinda.queen@learfield.com](mailto:clerrinda.queen@learfield.com)).

### PROMOTION

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA's Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use.

If you would like this information ahead of time, please contact your NCAA administrator.

#### Best Practices

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

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

### SUPPLEMENTAL HANDOUTS

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

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

Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report.

All supplemental content is subject to NCAA and LEARFIELD approval.

### QUESTIONS

If you have any questions, please feel free to contact your Alyssa Rice ([arice@ncaa.org](mailto:arice@ncaa.org)) or Chad Laytham ([chad.laytham@learfield.com](mailto:chad.laytham@learfield.com)) at LEARFIELD.

## Section 24 • 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 for Venue Safety and Security](#) when developing a safety and security program.

The suggestions outlined in the 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.

### WEATHER

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship administrator with a summary and details of the anticipated weather/environmental issue and proposed alternate schedule prior to making or announcing any formal changes.

#### Lightning and Weather Detection Service

To support and facilitate host institution management of weather and other environmental considerations and requirements, the NCAA has made arrangements to provide a lightning detection and weather monitoring system to each host institution on a complimentary basis for all rounds of competition for outdoor championships. It is expected that the host institution will identify one or more tournament staff members that will have designated responsibility for weather monitoring and the timely communication about all monitoring system and other weather updates and that the site representative and responsible host tournament staff will submit relevant email and/or cell phone contact information as part of system set-up to enable timely receipt of all system weather updates. It is important that the location address provided by the site representative and tournament director in the monitoring system is the actual physical location of where the event is taking place. The tournament director should also consider contacting a local meteorologist to further facilitate weather and environmental monitoring as part of each event.

# Section 25 • Ticketing

## TICKET POLICIES/OPERATIONS

1. **Ticket Design/Printing.** If championship tickets must be printed, the NCAA will manage the design and printing of the tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.
2. **Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

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:

- \$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.

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.

3. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. The LOC/host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk-up sales and day of event issue resolution in the box office.

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.

4. **Control of Venue Seating.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants.

The NCAA shall be responsible for determining the allocation and the location of all ticket allotments.

**Non-Participating Teams.** Complimentary seating should be provided to institutions during contests they are not participating in.

**Umpires.** Hosts should reserve seating for the non-working umpires.



**Site representatives/National Committee.** Hosts should reserve seating for site representatives (regionals/super regionals) and NCAA Softball Committee members (final site) for all games during the tournament.

**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.

The LOC/host or competition venue may not re-sell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

### 5. Suites.

- a. The competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees at the time of the bid. All revenue from such suites will belong to the NCAA.
- b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.
- c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.
- d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

### 6. LOC/Host Ticket Policies.

- a. **Allocation.** For all championships other than Division I men's basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.
- b. **Budget Relief.** At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.
- c. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.
- d. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

### 7. Competition Venue Responsibilities.

- a. **Seating Manifest.** The competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.
- b. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, may conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills."
- c. **Final Manifest.** Upon completion of the site survey and determination of "kill" seats, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.
- d. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must comply with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket

holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.

- e. **Participating Institutions' 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.
- f. **Sales Reports.** The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports. Reports should be provided on a regular basis, as directed by the NCAA. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.
- g. **Final Ticket Database.** Each host conference, institution and/or venue must provide ticket purchaser information to the NCAA upon request, as well as, at the conclusion of the competition. Collecting purchaser information is essential for marketing efforts and post-event purchaser surveys which allow the NCAA to improve the championships experience. All relevant purchaser information must be submitted in an Excel or CSV file. The information should include, but not be limited to: Last Name, First Name, Address, City, State, Zip Code, Email, Phone Number and purchase information such as Total Seats Purchased and Total Purchase Price.

#### **2023-24 STANDARD TICKET BACK DISCLAIMER LANGUAGE**

The NCAA's standard ticket back language is posted online at [NCAA.com/ticket-terms](https://www.ncaa.com/ticket-terms).

The ticket back language should be placed on the back of all ticket stubs, 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.

# Section 26 • Transportation

## PARTICIPATING INSTITUTIONS

Teams eligible for air travel (greater than 600 miles away from host site) must arrange make arrangements through Short's Travel. Short's can be reached at 866-655-9215 or by email at [ncaaalo@shortstravel.com](mailto:ncaaalo@shortstravel.com).

Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use Short's Travel (STM Driven) to book on-site ground transportation. Short's Travel (STM Driven) can be reached at 844-814-3939 or at [ncaachamps@stmDriven.com](mailto:ncaachamps@stmDriven.com).

The home side ground transportation will be arranged by the institution in accordance with NCAA safety standards. Institutions that are eligible to drive to the championship (within 600 miles of the host site) will book ground transportation independently in accordance with the NCAA safety standards and seek reimbursement through the NCAA Travel Expense System (TES).

Expense reimbursement for participation in championships will be filed through our online system. The TES can be found at [travel.ncaa.org](http://travel.ncaa.org).

All NCAA Championship travel information can be found [here](#).

## 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 27 • Volunteers

## GOAL 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.
- Assist the LOC with championship operations.

Championship volunteer programs should represent the student-athletes and communities we serve, embrace diversity and be inclusive of individuals from all backgrounds and identities. The NCAA and the LOC shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect diversity across all aspects, including race, age, sex, class, national origin, creed, educational background, religion, gender identify, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. The LOC/host institution should keep the NCAA's commitment to diversity top of mind as they assign volunteers to the various roles and responsibilities throughout the championship.

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.

## WAIVERS

Each volunteer must sign a waiver of liability before the start of the championship (Appendix I). 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.

## APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2023-24 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 embroidered on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2¼ 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.*

# Appendixes

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## Appendix A • Awards Recipient Form

### 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.				
Additional student-athletes to be announced (Note: these individuals will not receive a physical award):				
1.				
2.				
3.				
4.				

## Appendix B • Guidelines for Field Maintenance

### 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' areas, 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.

## Appendix C • Media Checklist

### 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. Internet access.
5. **Media Accommodations at Facility.**
  - a. Seating.
    - (1) Seating arrangements.
    - (2) Electrical outlets (if they plan to work from set).
    - (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.



### Media Checklist

Page No. 2

(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).

#### 8. **Meetings.**

a. Games committee chair.

b. Team SIDs.

#### 9. **Publications.**

a. Programs (LEARFIELD is responsible for all program production).

b. Team media guides/up-to-date statistics and reports.

## Media Checklist

Page No. 3

- c. Press packers.
  - d. Seat assignment cards.
10. **Reporting of Scores.** You, or your designee, are responsible for reporting each session's scores to Alyssa Rice ([arice@ncaa.org](mailto:arice@ncaa.org)) at the NCAA national office. Please email the results to [ncaa-content@turner.com](mailto:ncaa-content@turner.com), [arice@ncaa.org](mailto:arice@ncaa.org) and [nmeoller@ncaa.org](mailto:nmeoller@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.

## Appendix D • Items for Tournament Packets

### 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 O].*
- \_\_\_\_ 8. Tobacco statement. *Reference: "Tobacco Ban" "Crowd Control" [Appendix O].*

Items for Tournament Packets

Page No. 2

\_\_\_\_ 9. Awards form.

\_\_\_\_ 10. Web site information.

## Appendix E • Bat Testing Information

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

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

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

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

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

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

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

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

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

## BAT TESTING INFORMATION FOR COACHES IN THE NCAA POSTSEASON

### Pre-Competition Barrel Compression Testing (BCT)

#### General Information

1. Pre-competition BCT will be conducted daily (competition days only) at all rounds and at all sites during the NCAA Softball Championship using the G4 SSL fixture.
2. Each team must have every bat that will be in a team area or on the field in the round tested during the pre-competition testing. There is no limit to the number of bats a team may have tested and bats may be added between testing days.
3. Coaches must bring a current NCAA Approved Softball Bat List (hereafter referred to as “the List”) with their bat models highlighted to the testing site and have a daily copy in their dugout during each game for use by umpires.
4. Bat models must exactly match those on the List;
5. The bat testing manager will sticker each bat that passes BCT with an appropriate sticker for that round.
6. Bats that have not undergone BCT, and thus do not have the appropriate sticker, will not be permitted on the competition field or in team areas.

#### Testing Protocol

1. At each postseason site, at least one individual designated by the NCAA Championship Committee will conduct BCT as the bat testing manager (most likely the NCAA representative and/or a member of the NCAA Championship Committee) according to the protocol listed in Rule 5.2 of the 2024 and 2025 NCAA Softball Rules Book.
2. The bat testing appointments and location will be determined by the site representative/tournament director.
3. Bats will be logged in on the NCAA-provided log sheet and tested each day before the team’s competition.
4. Each team must send a representative with its bats and its annotated List to witness the testing. This representative shall assemble the bats in order as they appear on the current List, record daily test results on the NCAA-provided bat log and take possession of the team’s annotated List after it’s competition by the bat testing manager.
5. BCT details: The bat is tested (test 1), removed from the machine, rotated 90 degrees and then tested again (test 2). If after the first two tests:
  - (1) The bat has two (2) pass results; the bat receives the appropriate sticker and is ready to be used in competition.
  - (2) The bat has one (1) pass result and one (1) fail result; the bat is removed from the machine and inspected for damage. If damage is found, the bat will be returned to the team as noted below. If none is found, the bat will be inserted into the machine, tested the third and final time, and that result shall be final.
  - (3) The bat has two (2) fails; the bat is surrendered to the testing team and sent to the equipment consultant at the end of the round for further analysis.

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

6. All bats surrendered to the bat testing manager will not be returned to the teams while on-site. Please note an exception exists for damaged (e.g., cracked, dented) bats which will be marked and may be returned to the team upon request following the team’s final game of the round.
7. Following the championships, additional testing will be conducted on the bats that failed BCT.

### Post-competition Bat Compliance Testing

#### General Information

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

## BAT TESTING INFORMATION FOR NCAA POSTSEASON SITE REPRESENTATIVES AND TOURNAMENT DIRECTORS

Materials provided by

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

### BCT PROCESS FOR BAT TESTING MANAGERS

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

**Regardless of who does the testing, the tournament director (host) is responsible for shipping the notebook with the completed NCAA-provided log sheets, unused stickers, and any bats that failed BCT to the equipment consultant NO LATER THAN THE NEXT DAY (excluding Sundays) UNLESS the site will host the next round. In that case, retain everything (including the subsequent round unused stickers mailed to you) until that subsequent round is completed.**

**DO NOT DEVIATE FROM THIS PLAN WITHOUT FIRST TALKING TO DEE ABRAHAMSON, THE EQUIPMENT CONSULTANT.**

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

Contact info for Dee Abrahamson: Cell: 815-751-2648, [abrahamson@niu.edu](mailto:abrahamson@niu.edu), 498 Quinlan Ave., DeKalb, Illinois 60115.  
Backup contact regarding machine or testing: Donna Martin cell 815-761-8626; [dmartin1@niu.edu](mailto:dmartin1@niu.edu).

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

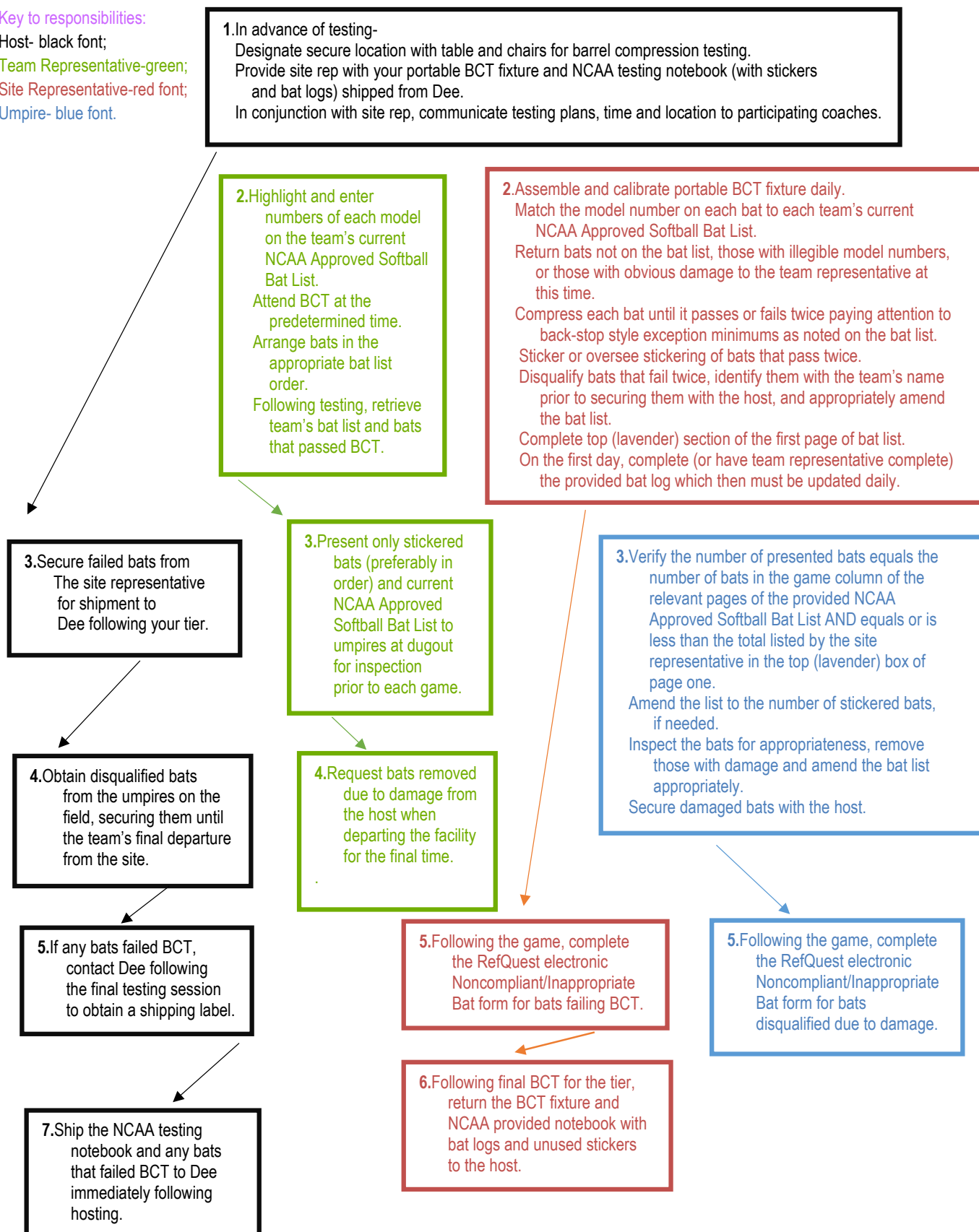
## Key to responsibilities:

Host- black font;

Team Representative-green;

Site Representative-red font;

Umpire- blue font.





## Appendix F • Timing Sheets

### Non-Television Timing Sheet (with National Anthem)

Prior to Game Time	
Team enter Dugouts/Grounds crew field prep	30:00
-Teams may share outfield area	
Line drills (shared)	22:00
Umpires/Coaches at home plate	12:00
(Teams clear the field and return to dugout area)	
Team introductions	6:00
<ol style="list-style-type: none"> <li>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).</li> <li>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).</li> <li>3. Introduction of umpires (stand behind home plate).</li> </ol>	
National anthem	3:00
(Teams clear the field and return to dugout area)	
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	
Team enter Dugouts/Grounds crew field prep	30:00
-Teams may share outfield area	
Line drills (shared)	22:00
Umpires/Coaches at home plate	12:00
(Teams clear the field and return to dugout area)	
Team introductions	6:00
<ol style="list-style-type: none"> <li>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).</li> <li>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).</li> <li>3. Introduction of umpires (stand behind home plate).</li> </ol>	
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**

Team enter Dugouts/Grounds crew field prep	30:00
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-Teams may share outfield area

Line drills (shared)	22:00
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Umpires/Coaches at home plate	12:00
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(Teams clear the field and return to dugout area)

Team introductions	6:00
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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	2:00
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(Teams clear the field and return to dugout area)

Game begins	0:00
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**\*\*No batting practice once the teams arrive at the game field\*\***

**Television Timing Sheet (without National Anthem)****Prior to Game Time**

Team enter Dugouts/Grounds crew field prep	30:00
--	-------

-Teams may share outfield area

Line drills (shared)	22:00
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Umpires/Coaches at home plate	12:00
-------------------------------	-------

(Teams clear the field and return to dugout area)

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
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**\*\*No batting practice once the teams arrive at the game field\*\***

**Pregame Protocol**

2:00	Prior to Game Time:	Field Open/Home Team Bat Testing
1:45	Prior to Game Time:	Visiting Team Bat Testing
1:30	Prior to Game Time:	Home Team will be in the batting cages
1:00	Prior to Game Time:	Visiting Team in batting cages
:30	Prior to Game Time:	Teams may enter dugouts & share outfield (no fungo allowed)
:22	Prior to Game Time:	Shared lines (infield/outfield)
:12	Prior to Game Time:	Teams Clear/Field Maintenance/Meeting with Umpires
:06	Prior to Game Time:	Player Introductions* and National Anthem

PLAYER INTRODUCTIONS\*: Both teams should be on their respective foul lines when this occurs. They should be in order that they will be announced. The first person announced should be nearest home plate, with the person that is announced last, nearest their respective base (first or third). Teams should face the flag (if the National Anthem is played).

ORDER OF ANNOUNCEMENT: Visitors: Nonstarters in numerical order, Starters- in the batting order. Assistant Coaches, and Head Coach.

## Appendix G • Trainer Responsibilities

### 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.

## Appendix H • Protest Form

### 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:

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Protesting Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Resolution:

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Protest Committee

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix I • Volunteer Waiver

### 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
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_____ Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	_____ Date
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_____ Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	_____ Date
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## Appendix J • Weather Delay Policies

### 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.*



## Appendix K • Guide to Live Stats

**WARNERMEDIA**



### 2023-24 Host Site Stats Document

#### NCAA LiveStats

NCAA.com is now fully integrated with NCAA LiveStats. Hosts that utilize NCAA LiveStats, a representative from WarnerMedia will contact you to confirm your scoring software. You should not have to do anything differently for these sports.

#### Hosts not Utilizing NCAA LiveStats

WarnerMedia and StatBroadcast will be collaborating this academic year to transmit live stats to NCAA.com for championship events. As an NCAA championship host, your assistance is greatly appreciated in making this a success. Transmitting stats to NCAA.com is **REQUIRED** for your hosted event.

#### Downloading NCAA Broadcastr

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 may 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.

#### For Hosts Utilizing StatCrew

All hosts using Statcrew will need to have the latest version of Statcrew software for their sport installed on their scoring computer prior to the championship being hosted.

If you are using Presto Stats, please contact Jason Venson ([Jason.venson@warnermedia.com](mailto:Jason.venson@warnermedia.com)), for alternate instructions.

***Please note: StatBroadcast is not affiliated with any other software.***

## Appendix L • Crowd Control

### 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.

## Appendix M • Host Marketing Plan

### HOST MARKETING PLAN

#### Host Information:

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Host Institution/Entity: \_\_\_\_\_

Email: \_\_\_\_\_ 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:**

Resources	Host	LOC	Community (CVB, Chamber of Commerce, Sports Commission, etc.)	Venue	Other
Database Name & Size:					
Website Address:					

<b>Video/LED Board:</b>					
<b>Print Publications:</b>					
<b>Facebook Fans:</b>					
<b>Twitter Followers:</b>					
<b>Local Event Calendar Listings:</b>					
<b>Other:</b>					

**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.

	<b>Details (describe activation)</b>	<b>Timeline/Dates</b>
<b>Grassroots Efforts:</b>		
<b>Email Blasts:</b>		
<b>Social Media:</b>		
<b>Cross Promotions During Events:</b>		
<b>Group Sales:</b>		
<b>Online:</b>		
<b>Radio:</b>		
<b>Print Publications:</b>		
<b>Outdoor:</b>		
<b>TV:</b>		
<b>Other:</b>		

**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.

<b>Host Marketing Budget from Bid Specs Allocation:</b>	<b>Budgeted</b>	<b>Actual Cost</b>

## DIVISION II SOFTBALL

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

### Host Marketing Timeline:

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

Month	Marketing Activation	Milestone/Goal	Target Date
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		