



2019 DIVISION III
SOFTBALL
CHAMPIONSHIP

HOST OPERATIONS
2018-19 MANUAL

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NCAA DIVISION III SOFTBALL CHAMPIONSHIP

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Information in this manual applies to regional and super regional rounds and the finals site unless otherwise specified.

INTRODUCTION

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

Administration of the Division III Softball Championship is under the direction of the Division III Softball Committee. The hosts play an integral part in the success of the administration of the regional and super regional rounds and the championship.

This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual. It is designed to be used in conjunction with, not in place of, the Division III Softball Championship Pre-championship Manual, which provides more general policies for the administration of the championship. Although some information is included in both documents, this manual provides more specific instructions and guidelines.

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

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 Division III Presidents Council.

Role of the Host Institution/Conference

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

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

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

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

Role of NCAA

The NCAA championships and alliances staff, working in conjunction with the NCAA governing sport committees and other NCAA groups, 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, on- and off-field entertainment, fan and sponsor events, television programming and 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.

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 Sport 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 NCAA championship manager.

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

NCAA Championship Manager: The staff member representing the NCAA championships and alliances staff assigned to serve as the administrator for a championship.

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

Tournament Director. The tournament director shall be an administrator of the host institution/conference and shall be responsible for the operation of the championship. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director. Specific responsibilities of the tournament director may include direction and supervision of facility arrangements, ticket sales, development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in this host operations manual. The tournament

director also will provide the NCAA with a post-championship evaluation including suggestions to improve the championship.

Media Coordinator. The media coordinator, preferably the sports information director of the host institution/conference, shall work with the NCAA championship manager to ensure that NCAA media policies are followed. Responsibilities typically include coordination of press conferences and statistical services as well as planning and supervision of media work areas.

Comments and suggestions regarding this manual are welcome. If you have any questions, please contact Jan Gentry, Associate Director, Championships and Alliances (317-917-6626 or jgentry@ncaa.org) or Trina Simerly, Assistant Coordinator, Championships and Alliances (317-917-6516 or tsimerly@ncaa.org).

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SECTION 1 – Alcoholic Beverages and Tobacco Products

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

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

SECTION 2 – Americans with Disabilities Act

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

SECTION 3 – Awards

All-Tournament Team

An all-tournament team should be selected at each regional site and at the finals site. At each super regional site, a Most Outstanding Pitcher and Most Outstanding Player should be selected.

The announcement of the all-tournament team shall take place before the awards presentations for the championship game at each round of competition. See **Appendix A-ATT** and **Appendix A-MOP** for the templates for the certificate for the all-tournament team and the Most Outstanding Player and **Appendix B-PI** and **Appendix B-PL** for the templates for the certificates for the Most Outstanding Pitcher and Most Outstanding Player. (Note: A Microsoft Word version of the templates will be emailed to tournament directors in order for them to customize certificates for the respective team members.) See **Appendix C-r** for the announcer's script for the all-tournament team at regionals, **Appendix C-sr** for the announcer's script for the most outstanding pitcher and player at super regionals, and **Appendix D** for the announcer's script for the all-tournament team at the finals.

Regionals.

At regionals, the selection committee will consist of the site representative and the host institution SID. The regional all-tournament team will consist of the following: nine players and one Most Outstanding Player (10 total).

Super Regionals.

At super regionals, the selection committee will consist of the site representative and the host institution SID. A Most Outstanding Pitcher and Most Outstanding Player will be recognized (two total).

Finals.

At the finals, the Division III Softball Committee will serve as the selection committee. The host media

coordinator should provide statistics to the committee members after each game. The championship all-tournament team will consist of the following: 12 players and one Most Outstanding Player (13 total). Following the championship, the NCAA awards supplier (MTM Recognition) will mail a plaque to each member of the all-tournament team for the finals site.

Awards

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 prior to competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area. The members of the advancing team will not receive participant medallions at the regional site.

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) and the super regional champion team trophy to the tournament director prior to competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area. The advancing team will be awarded the super regional champion team trophy. The members of the advancing team will not receive participant medallions at the super regional site but will receive individual awards at the national championship.

Finals.

MTM Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament director approximately two weeks before the championship. The second-place team will receive 25 silver second-place mini-trophies. The two teams that tie for third will each receive 25 bronze third-place mini-trophies. The two teams that tie for fifth will each receive 25 bronze fifth-place mini-trophies. The two teams that tie for seventh will each receive 25 bronze seventh-place mini-trophies. The national champion team will receive 25 mini-trophies, 20 watches and a large team trophy. The twenty watches will be presented at the finals site, and five additional watches will be ordered and shipped to the winning team following the championship. 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.

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

Following the championship, institutions may order additional awards at <http://services.mtmrecognition.com/ncaa/> based on the level to which the team advanced.

Awards Ceremony

Regionals.

The participant medallions should be presented to the squad size (maximum of 20) of each non-advancing team in an awards ceremony on the field immediately following the game in which the team is eliminated. The teams should line up on their respective baselines for the awards ceremony, and the awards should be presented by the NCAA site representative and the tournament director.

Each non-advancing team should receive 20 medallions regardless of the number of student-athletes on the roster. If a team has less than 20 student-athletes, the medallions should be presented to the student-athletes in uniform during the awards ceremony, and then any remaining medallions should be given to the head coach or institutional administrator following the ceremony (i.e., the remaining medallions should not be presented to coaching staff members during the awards ceremony). A game ball used in championship competition should be presented to each senior during the awards ceremony if sufficient quantities of softballs are available to complete the tournament.

See **Appendix C-r** for the announcer's script for the awards ceremony for the regionals.

Super Regionals.

The participant medallions should be presented to the squad size (maximum of 20) of the non-advancing team in an awards ceremony on the field immediately following the super regional championship game. The teams should line up on their respective baselines for the awards ceremony, and the awards should be presented by the NCAA site representative and the tournament director. The non-advancing team should receive 20 medallions regardless of the number of student-athletes on the roster. If the team has less than 20 student-athletes, the medallions should be presented to the student-athletes in uniform during the awards ceremony, and then any remaining medallions should be given to the head coach or institutional administrator following the ceremony (i.e., the remaining medallions should not be presented to coaching staff members during the awards ceremony). A game ball used in championship competition should be presented to each senior during the awards ceremony.

See **Appendix C-sr** for the announcer's script for the awards ceremony for the super regionals.

Finals.

An awards ceremony will be conducted on the field immediately following each game in which a team is eliminated from the tournament and at the conclusion of the championship game. A six-foot skirted table should be used to hold the awards. Following the championship game, two skirted tables should be used for awards. Personnel must be in place to arrange the awards on the table(s) before the ceremony. A game ball used in championship competition also will be presented to each senior during the awards ceremony. The host should make every effort to identify Special Olympics athletes to assist with the awards presentations.

See **Appendix D** for the announcer's script for the awards ceremony for the finals.

Champions Locker Room Program

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

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags (if needed) on the merchandise before distributing it.
- The merchandise should be distributed to only the winning team immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.

- All winning team inquiries about obtaining additional locker room product should be directed to Event 1 for T-shirts (jared.hunt@hanes.com) or Top of the World for hats (npokorny@towlicensed.com). Please contact David Clendenin, associate director of licensing, at the NCAA national office (317-917-6496) if you have any questions.

SECTION 4 – Bands, Cheerleaders and Mascots

Admission

A maximum of twenty-five band members plus the director, twelve uniformed cheerleaders plus the sponsor, and one costumed mascot will be admitted free of charge for each team. These individuals will be admitted via a gate list. If a band exceeds 25 individuals, the participating institution must purchase tickets for the additional band members.

Live animal mascots are not permitted.

Artificial Noisemakers

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

Electronic Amplification

Full bands are not permitted to use electronic amplification. Small bands (10 members or fewer) are permitted to use reasonable electronic amplification.

Fight Songs/Music

If a team does not have a band present, it may provide a recording of the institution's fight song to be played between innings. If only one of the two competing teams has a band, then the band and the electronic music should alternate playing. Only one band can play at a time. The host institution may be asked to provide electronic music in the event none of the participating teams brings a band. Teams are not permitted to use "Tailgaters" or portable Bluetooth players at the venue at any time.

National Anthem

The national anthem shall be sung or played by the band of one of the participating institutions (to be determined by a coin flip if there is not mutual agreement) just prior to the introduction of the starting lineups. If a singer or band is not available, the host shall provide a recording of the national anthem. The anthem shall be sung or played only before the first session each day.

Color Guard (finals only). The host institution may provide a color guard experienced at presenting the flags for the championship.

Warm-Up Music

Each participating team may submit a music CD for the host institution to play during the respective team's eight-minute warm-up period. The host institution will inform the teams if they can submit their warm-up music via an iPod playlist or via Dropbox, if the host is able to accommodate this. The lyrics and content of the selected music for the individual teams and host institution must be appropriate (e.g., no profanity or explicit lyrics) for all audiences. The teams must provide the NCAA site representative the lyrics printed from the Internet for all songs identified to be played, and the site representative should listen to each team's warm-up music before the team's first game. It is recommended that the coach submit the CD/iPod and printed lyrics during the team's practice period.

the day before competition to allow adequate time for the site representative to review the music. The games committee will be the final authority in determining whether music is appropriate. The submission of inappropriate warm-up music may result in a charge of a failure to follow policies and procedures.

SECTION 5 – Banquet

Regionals and Super Regionals.

Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA regional and/or super regional competition the same experience, banquets will not be permitted at these rounds.

Finals.

To celebrate and welcome all participating student-athletes and championship personnel, the finals host may provide a banquet (or other student-athlete recognition event) to be held the evening prior to the NCAA championship. The number of guests, financial assistance provided by the NCAA and total budget shall be determined after consultation with the NCAA staff. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes.

The host should confirm a banquet facility able to accommodate approximately 300 attendees. The NCAA will reimburse a maximum of \$30 per person for the banquet for the official travel parties (maximum of 25 persons) of the eight participating teams. Attendees will include the official travel parties for each team (200); members of the Division III Softball Committee; NCAA staff; additional host institution personnel (e.g., president, faculty athletics representative and staff involved in the administration of the championship); and community dignitaries. Funding for the meals for these individuals (maximum of 16 individuals total in addition to the official travel parties) will be included as part of the banquet expense on the approved games budget. National Fastpitch Coaches Association (NFCA) All-Americans also will attend the banquet. The NFCA will communicate with the host tournament director regarding the number of tickets needed for the All-Americans.

Additional Guests. If space is available in the banquet facility, the host may make banquet tickets available for sale to other interested parties (e.g., family members of student-athletes participating in the championship, family members of NFCA All-Americans, etc.). The cost of the ticket should be based on the cost per plate and an equitable number of tickets should be offered to each participating team. The host will retain all revenue from additional banquet tickets sold. The host should be prepared to provide banquet ticket information by the Monday before the banquet to the teams that advance to the championship.

The NCAA may provide a video featuring the teams and student-athletes advancing to the finals site. If practical, the NCAA staff will request the video from the NCAA Broadcasting group or Van Wagner Sports & Entertainment and inform the host.

The host will be responsible for coordinating all other details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly to accommodate the number of student-athletes, teams and guests present as well as unique venue, sport or local elements. However, the run of show listed below and the 90-minute time frame should be used as a guiding template.

Words of reflection or invocation are not required but may be included at NCAA student-athlete banquets. The NCAA supports a flexible policy which allows each host to follow the traditions and protocols of their university. If included, any words of reflection or invocation should be respectful and inclusive of all.

Display of Championship Trophies. If possible, the host institution should display the championship trophies at the banquet on an appropriately draped table. Adequate security measures should be taken.

Dress Code. Business dress attire is acceptable for the banquet.

Format. Short welcome statements should be provided by the master of ceremonies, host institution personnel, community dignitaries and the softball committee chair. Student-athletes (maximum of two) from each team will provide comments as well. The NFCA representative(s) will present the all-America awards. The program will conclude with the presentation of the NCAA Elite 90 award by the NCAA championship manager. **A proof of the banquet program should be submitted to the NCAA championship manager for approval before printing.**

Run of Show

6:30 p.m. Team pictures

6:50 p.m. Greet teams as they arrive; emcee asks attendees to take their seats

Soft A/V presentation (e.g., music, slideshow of pictures of participating teams from community service activities, etc.)

7 p.m. Welcome/comments to student-athletes and guests from emcee, representative from host institution/city and NCAA committee chair

7:15 p.m. Dinner buffet lines open or plated dinner served

7:30 p.m. Championship video (eight participating teams)
(Show Division III branding video as lead-in to championship video - optional)

7:35 p.m. Local entertainment or guest speaker (optional)

7:45 p.m. Comments by student-athletes from each team (announce in alphabetical order)

1. Team 1
2. Team 2
3. Team 3
4. Team 4
5. Team 5
6. Team 6
7. Team 7
8. Team 8

8:05 p.m. Presentation of NFCA all-America awards

8:25 p.m. Presentation of Elite 90 Award (NCAA Championship Manager)

Best Practices

While the guidelines above provide a standard framework for the student-athlete banquet, the event should be tailored to suit the needs, size and unique aspects of the championship. The purpose of the event is primarily to congratulate, celebrate and welcome all of the participating student-athletes to the NCAA championship and the host community.

The most successful NCAA student-athlete banquets have often been enhanced by unique venues, décor, interactive features, program enhancements or keepsake items that showcase the uniqueness of the host city or region and their excitement to host the NCAA championship. The NCAA will rely on the creativity of the host for development of these items. The formality of the event, attendee attire, appropriate number and type of speakers, level of interaction between student-athletes, etc. varies from sport to sport. The NCAA point person can help advise the host on sport specific nuances.

The host will assume the lead production role for the student-athlete banquet but should seek the advice and approval of the NCAA point person on such items as location, budget, timing, final run of show, speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

Sample Enhancements

- Unique venue – a skybox club overlooking the host university's football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.
- Slideshow – before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary-round hosts)
- Speakers – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include: Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.
- Photo opportunities – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners circle at Churchill Downs, overlooking city skyline, football stadium, etc.)
- Favors unique to the sport or area – examples include: mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida. Please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing.
- Special entrances for student-athletes – red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes
- Band/DJ/Interactive Games – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.

- Event 1/Championship merchandise – sales booth or display area with order forms on-site
- Special Olympics Component – speaker, athletes, etc. (recommended for all Division III championships)

Coaches association award guidelines

The primary purpose of NCAA student-athlete banquets is to honor, celebrate and welcome participating student-athletes in a concise and entertaining manner. Coaches association awards and other presentations not directly related to the championship itself may be considered for inclusion if they are in the best interest of the attending student-athletes:

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers that have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes).
- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.
- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches association.
- All final decisions on inclusion of coaches association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches association as needed.

No Alcohol. Alcohol may not be provided or available for purchase at the banquet, at the championship venue or at any other event held in conjunction with the championship. If the banquet is held in a hotel, banquet attendees are not permitted to bring alcohol purchased at the hotel bar into the banquet room.

NFCA. A member of the NFCA staff will contact the tournament director to review banquet details (e.g., shipping address for awards, name of NFCA presenter at the banquet, etc.). Note that the NFCA may invite honorees from teams that are not participating in the championship to attend the banquet. The responsibility of organizing the All-America awards presentation rests with the NFCA and not the host institution or the games committee. However, the host SID should work with the NFCA staff to create a PowerPoint slide show of the all-America award winners for the banquet.

Seating. NCAA committee members, NCAA staff members, the tournament director, community dignitaries, key host institution event personnel and representatives from the NFCA should be seated at tables at the front of the room. (A head table is not required.) If any of the committee members are associated with a participating team, they will sit with their team. The host should be cognizant of the number of individuals in each team's official travel party when finalizing seating arrangements. Team tables should have appropriate team identification and, if possible, decoration and/or tablecloths in the respective team colors.

Student-Athlete Social. At past championships, the host has conducted a student-athlete social (e.g., barbecue, picnic) on the practice day. This has been a popular event with participating teams as it

allows them to mingle in an informal setting. The host institution is encouraged to arrange such an event, if possible. As a reminder, recognition (e.g., banners, signage) of corporate entities other than official NCAA corporate champions or partners is not permitted.

Umpires shall NOT be included in any social event involving the participating coaches or student-athletes.

SECTION 6 – Broadcasting/Internet

Please log on to <http://www.ncaa.com/media> for information regarding broadcast/Internet rights. (See **Appendix U** for a Championship Host Guide to Live Stats, **Appendix EE** for a Championship Host Guide to Webstreaming and **Appendix W** for an NCAA Broadcasting Quick Reference Guide.)

SECTION 7 – Championship Presentation/Fan Engagement

Student-Athlete Autograph Sessions

At many NCAA championships, an autograph session featuring the participating teams or individual student-athletes can be a significant fan enhancement. An autograph session allows fans to feel a greater connection with the student-athletes through brief personal interaction, provides lasting memories for young fans and may help create a greater overall impression of the championship for both fans and participating student-athletes if conducted properly. Listed below are some elements to consider before deciding to conduct a student-athlete autograph session, a list of guidelines for an autograph session and a checklist of items needed for the autograph session.

Elements to consider

- Number of fans – will there be an adequate number of fans to support an autograph session and make it a positive experience for the participating student-athletes
- Timing and location – is there a time and place available in which there will be an adequate number of fans and space, and the event will not conflict with the student-athletes' preparation for or participation in the championship (e.g., after each semifinal match concludes, during a highly attended ancillary event surrounding the championship)
- Equitable participation – will all participating teams or individual student-athletes from various schools have equal opportunities to participate
- Student-athlete experience – this should be a positive experience for all participating student-athletes, so the amount of time they are signing should not be excessive (30-60 minutes); if certain student-athletes will need to sign shortly after they have been eliminated from competition this should be evaluated; the student-athletes overall time commitments for the day should also be evaluated
- Visibility and promotion – is the autograph session in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through in-stadium announcements, pre-promotion and signage to direct fans to it

Guidelines

- The host staff will have primary responsibility for coordinating and managing student-athlete autograph sessions and all staff, volunteer, equipment and logistical needs associated with them
- The host staff should work with the NCAA staff point person to determine if autograph session(s) are appropriate and for advice, approval of autograph session plans, look and collateral.
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the volunteer coordinator, the facility representative, the event sponsor and/or fire

marshal when appropriate.

- NCAA (and NCAA corporate champion or partner) branding for the autograph area may be provided; please check with your NCAA point person.
- Select a time when the most fans can be accommodated, and student-athletes will be least inconvenienced.
- 30-60 minutes in length
 - Sessions may be split so each team or different groups of individuals sign at separate 30-60 minute periods.
 - If a large number of teams or individuals are signing simultaneously, it is recommended that they are split into separate autograph areas to accommodate more fans.
- Student-athletes should wear game apparel or matching team issued warm-up gear.
- Student-athletes should have easy access to autograph tables or be escorted by staff, committee, volunteers or security to allow for ease of entry and exit.
- Limit items to one item signed per person to keep lines moving (use your own discretion if crowds are sparse).
- Photos with student-athletes should be discouraged or limited to keep lines moving (use your own discretion if crowds are sparse).
- Provide space for cue lines and separate exit points that do not interfere with regular venue traffic flow or flow between autograph areas.
- Assign LOC staff or volunteers to each autograph area to help form cue lines, keep lines moving, refresh autograph materials, direct people to exits and cut off lines when necessary.
- Any autograph materials provided to fans must be produced by or approved by the NCAA point person.
- No local sponsorship of student-athlete autograph sessions will be permitted.
- A sound system (and/or video board) can be used in conjunction with the autograph session and can be effective in communicating directions, recognizing sponsors and keeping fans in line entertained with music (and/or video highlights).
- Consider how fans who do not want autographs can receive the poster or autograph card without standing in line, how teams will receive extra copies of the autograph item and how a sponsor could receive autographed items without standing in line.

Checklist

- Autograph tables, including skirting (approximately 3 student-athletes per 8' table)
- Chairs
- Autograph card or poster (provided or approved by the NCAA)
- Pens (Sharpies recommended)
- NCAA provided branding items
- Zip ties, tape and other necessary items for affixing banners and signage
- Staff or volunteers (minimum of 2 per autograph area)
- Water or other refreshments for student-athletes (Dasani, BODYARMOR or other Coca-Cola product when possible, otherwise unmarked)
- Security (if appropriate)
- Pipe and drape backdrop behind autograph tables (if appropriate)
- Bike rack or Tensa barrier for lines (if appropriate)
- Easels or other free-standing directional or student-athlete/team identification signs (if appropriate)
- Individual name plate/table tent identifying each student-athlete (if possible and appropriate)
- Floor tape to create arrows or lines on the floor (if appropriate)

- Tents to shade student-athletes (if appropriate)
- Rubber bands for posters (if appropriate)
- Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition (if appropriate)

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 suggestions and approval.

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)
- Must be appropriate and in good taste
- Must fit safely within given time constraints with no chance of interfering with the competition
- 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.
- There should be 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.
- The 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.

Youth sport team recognitions

The introduction of local youth sport teams on-field before NCAA championships can often add excitement, tie in the community, provide additional PR and help drive attendance through not only

the youth athletes, but also their parents, family and friends. This is encouraged if it is appropriate for the championship. Guidelines and ideas for consideration:

- The introductions must be unobtrusive to the competition and allotted warm-up time for the student-athletes.
- The youth teams recognized should be younger than high school age to avoid any possible recruiting concerns.
- The introductions must not include any commercial recognition (unless approved by the NCAA).
- The youth group being represented must provide chaperones, transportation, and assume all supervision of the youth teams while they are at the championship.
- The host should provide detailed information to the youth group regarding parking/drop off procedures, entry to the facility, meeting location, instructions for the presentation, seating after the presentation, etc.
- The host should provide on-field staff or volunteers to guide the youth group through the presentation.

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 pep band, other school bands or local bands may be appropriate for entertainment during pre-game, 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, etc.). Please consult with the NCAA point person to determine appropriateness.

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 pre-game, 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 that 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 that has performed are encouraged (e.g., “Ladies and gentlemen, 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 service men and women 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 session of “Military Appreciation Day/Night.” This should be discussed with your NCAA point person. Marketing should also be involved if you do a theme session.

SECTION 8 – Commercialism/Contributors

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 Partners.

Items that are not permitted include, but are not limited to:

Laser Pointers. Laser pointers of any kind.

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

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

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

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

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 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-Corporate Champion/Partner 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 local organizing committee 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 or Corporate Partner. 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.

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 CBS/ESPN 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 (e.g., 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.”

NCAA and Women’s Final Four are trademarks of the National Collegiate Athletic Association.

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 Durenka Robie at drobie@ncaa.org or 317-917-6825.

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

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

For blue disk/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 disk/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, visit <http://www.ncaa.org/championships/marketing?division=d1>.

Advertising/Signs/"Look and Décor"

Advertising/Banners/Signs/Displays. The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Corporate Partners program, please see Section 8 – Commercialism/Contributors in this manual). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., televisions, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks, etc.) 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. 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.

Alcohol/Tobacco/Gambling. All tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. Alcohol advertising within broadcast view or viewable by game attendees in the competition venue must be covered at the expense of the host or venue. Any alcohol branding that is not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues.

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).

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 name of the competition, practice and/or ancillary event venue(s) at the top of the venue, with placement designated by the NCAA. The signage design and placement of the competition, practice and ancillary event venue(s) must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).

Covering existing signage/product branding. In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.

NCAA Corporate Champion and Partner Branding/Recognition. The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) 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 the venue exterior without limitation.

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

If facility approves, patrons are permitted to bring in small signs (signs that 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-noisemaking items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.

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

SECTION 9 – Drug Testing

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

Drug-Testing Expenses

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

reimbursement. The proposed budget and invoice are located in the championship site coordinator manual.

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

Facility Specifications

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

Host Notification

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

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

Media Obligation

Each team is provided a postgame cooling-off period. At the conclusion of the cooling-off period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. Any student-athlete selected to participate in any postgame news conference is required to attend the news conference prior to checking in at the drug-testing venue. The student-athlete will be escorted to the drug-testing area after all media obligations have been fulfilled.

Next Day Testing

If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest and all student-athletes selected for testing from that team must defer until the next morning. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than Noon (local time) at the original test site. The host must arrange necessary transportation for teams that elect to test the next morning, or for individuals being tested who need to remain at the facility after other team members have departed.

Participant Notification

Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event. (See **Appendix K** for the NCAA Championship Drug Testing Statement that should be read at the administrative meeting.)

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

Seating

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

Site Coordinator's Responsibilities (Host)

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide the names of the official travel party members and the team drug-testing representative's contact information to the drug-testing crew chief.
- **Couriers (individual-team championship).** The host will provide couriers to notify student-athletes of selection for drug testing immediately after the event for which they were selected. The courier must stay with and accompany the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the drug-testing crew chief.
- **Championships Drug-Testing Site Coordinator Manual.** The championships drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- **Escorts (team championships).** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Director.** The site coordinator will meet with the tournament director to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament director after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
 - **Assistance.** Assist the drug-testing crew chief during testing as directed.
 - **Confirmation.** Confirm receipt of the NCAA drug-testing notification memorandum.
 - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-

testing, doping control, etc. If an affiliation must be listed on the credential, “Games Management” is preferred.

- **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
 - **Meet with Crew Chief.** Meet with the drug-testing crew chief the day prior to the scheduled testing date.
 - **Plans.** Meet with the tournament director to finalize plans.
 - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days of the conclusion of the championship.
 - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew is responsible for arranging their own transportation and lodging, but may request the assistance of the site coordinator.

SECTION 10 – Equipment

Equipment Information

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

Cups, Coolers and Water Bottles

Drinking cups, water coolers, ice chests, cooler carts (if applicable) and water bottles should be provided for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. Only water coolers, ice chests or water bottles provided by the NCAA may be used at the finals site. If applicable, the finals site host may retain the coolers, cooler carts and ice chests after the competition. Reoccurring host sites are strongly encouraged to use the same equipment the following year unless otherwise notified by the NCAA. Participating teams may retain the water bottles and bottle carriers after the competition.

Equipment Hydration Program

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

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

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

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

Use of NCAA-Provided Coolers from Previous Years

The host may use previously supplied equipment from the NCAA, specifically BODYARMOR equipment, with approval from the NCAA; however, unless approved by the NCAA (which is often possible), they must be used in areas not within television or photographer view (i.e., they may not be used on the sidelines or within the competition areas). Powerade equipment previously supplied by the NCAA should not be used.

If you have any questions regarding any of this information, please contact Jan Gentry (317-917-6626; jgentry@ncaa.org).

Preliminary-Round Sites NOT Receiving BODYARMOR Branded Equipment and Product

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

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

Other Equipment

Scoreboard. If possible, scoreboards shall display the names of the participating institutions rather than “Home” and “Visitors.” Otherwise, a generic “Home” should be used on the scoreboard for all games rather than the host institution’s mascot.

Softballs. The Rawlings NC12L is the official softball for the championship. Seven dozen softballs (regionals), three dozen softballs (super regionals) and 22 dozen softballs (finals) will be shipped directly from the manufacturer to the attention of the tournament director. If the softballs do not arrive by noon local time the Tuesday before competition, please contact Trina Simerly immediately at 317-917-6516 or tsimerly@ncaa.org.

Video Screens. If electronic video replay screens are available, they may be used at the facility’s expense. Replays of any umpires’ calls are not permissible. Video screens may not display advertising.

SECTION 11 – Facility

Bat Testing

Host institutions should be prepared to provide a small private room or a tent with walls and a table

for the site representative (regionals and super regionals) or the NCAA umpire-in-chief/equipment consultant (finals) to conduct bat barrel compression testing. If a member or representative of the NCAA Softball Rules Committee is assigned to a regional or super regional site to conduct bat testing, hosts will also be asked to provide a credential for access to the facility and a parking pass for the committee member/representative, if necessary.

In addition to the daily onsite barrel compression testing, the NCAA will continue to identify and collect bats at regional and super regional sites and at the finals site after teams are eliminated from competition. As in previous years, the bats will be sent to the laboratory at Washington State University for testing.

Concessions

Food and beverage prices shall be no higher than similar events or primary tenants in the facility. The host will retain all revenue from food and beverage concessions.

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas. Selling is restricted to the concession stand and established selling locations.

Decorating and Advertising

NCAA Signage. The NCAA will provide a basic signage package to each regional and super regional host and the host of the finals to enhance the appearance of the facility and to identify the facility as an NCAA championship site. The package will include NCAA blue disk banners, NCAA.com banners, softball sport icon logo banners and NCAA Division III banners. The finals site will also receive a table banner with team names and various Division III Identity Initiative signage (e.g., feather flags, A-frames, etc.).

Signs or banners promoting the participating teams are permissible under the following circumstances: (1) they are hung only inside the dugout or outside the field of play (not allowed on the outfield fence); (2) signs held by fans do not block the view of other spectators; (3) the games committee approves them regarding appearance and content; and (4) they include no commercial identification.

Covering Signage. The facility 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 and fence, during the championship session or practices, as specified by the NCAA. No local/school radio banners are allowed. A listing of the commercial signage in your venue should be listed on the facility evaluation form submitted with your bid materials.

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

Institutional Signage. Institutional signage does not need to be covered. Permanent (not seasonal) championship banners may be displayed. Temporary/seasonal banners must be taken down.

Videoboards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale in the concourse; or any public-service announcements or promotional messages specifically provided by the NCAA. The

NCAA will provide videoboard programming upon request (regionals, super regionals and finals).

Facility Use

The competition facility shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. two days (one day for regionals and super regionals) before the competition through the conclusion of the final game. All space shall be available and the facility set up no later than 1 1/2 hours before the beginning of the first practice.

Field

Playing facilities used in the Division III Softball Championship must meet the following requirements:

1. Complex must be enclosed so that admission can be charged.
2. Game field.
 - a. A skinned infield and natural grass outfield is preferred. Artificial surfaces may be considered.
 - b. There must be 25 feet (maximum 30 feet) from home plate to the backstop. When the backstop is wood, cement or brick, padding is required from dugout to dugout, beginning no higher than 1 foot off the ground and extending to the top of the wood, cement or brick or 6 feet from the ground, whichever is shorter.
 - c. It is highly recommended that the playing field be enclosed completely by sideline fences and a permanent home-run fence in a smooth arc of not more than 235 feet from home plate.
 - d. Fields with a 6-foot or taller fence are highly recommended to be a minimum of 190 feet in left and right fields and 220 feet in center field. Fields with a 4-foot fence are highly recommended to be a minimum of 210 feet in left and right fields and 230 feet in center field. For all new construction after 2016, it is required that the fence be 6 feet or higher and be a minimum of 190 feet in left and right fields and 220 feet in center field.
 - e. An institutional field with a 4-foot fence must be a minimum of 210 feet in left and right fields and 230 in center field, and it is highly recommended that a municipal field with a 4-foot fence used by the institution be at those same distances.
 - f. If a temporary home-run fence is used, it must be secured so as not to collapse on and displace the foul pole. For an unfenced field, an out-of-bounds line shall be used to define dead-ball areas.
 - g. Fence guards are recommended to ensure student-athlete safety.
 - h. The pitching distance must be 43 feet from the front of pitcher's plate to the back of home plate.
 - i. Foul poles are required. The pole should be single-colored and extend a minimum of 10, or the recommended height of at least 20, feet from the ground and shall be immediately adjacent to or attached to the outside of the home-run fence. It is recommended that the color of the foul pole contrast with the ball and background so it will stand out, preferably white or optic orange. Beginning in 2019, foul poles on institutional fields shall be a minimum of 10 feet high and be either white or optic orange.
 - j. Baselines must be 60 feet.
 - k. Foul lines should be four inches wide on dirt infield and two to four inches wide in the outfield.
 - l. Bullpens must be within close proximity to game field and dugout areas for both teams.
 - m. The distance from the front center of the pitcher's plate to the outfield grass shall be a 60-foot arc.
 - n. Priority will be given to hosts with lighted fields (or access to lighted fields), all other criteria being equal.
 - o. Dugouts must accommodate 31 persons. It is recommended that dugouts be covered. Provide

- cups, water, ice and a trash can in each dugout.
- p. The scoreboard must be visible and operate properly. All corporate identification must be covered or removed.
- q. Priority will be given to hosts with a full infield tarp and adequate tarp personnel for tarping the field on short notice. This should be accomplished without involvement of participating teams.
- 3. Practice Fields.
 - a. Area(s) to accommodate two full-team warm-ups.
 - b. Two separate pitching warm-up areas that each include two pitching plates and two home plates.
- 4. All on-site corporate signage, with the exception of NCAA corporate champions or partners, must be covered or removed.
- 5. Adequate restrooms must be available on site (portable or permanent and accessible for the disabled).
- 6. Athletic training area must be available on site (tent may be used).
- 7. It is required that hosts secure an indoor practice facility in case of inclement weather.
- 8. Designate an umpire dressing area with restrooms and access to running water.
- 9. Determine availability of a back-up competition field.
- 10. Confirm field maintenance. (See **Appendix E** for guidelines for field maintenance and **Appendix F** for diagram for field markings.)
- 11. If a bat handler is provided, only the host institution may provide the bat handler. The individual must be a minimum of 10 years of age, and may not be a team member from any participating institution.
- 12. Towels must be available for umpires.
- 13. If the host provides a pitching machine, the machine must be available for all teams for practices.
- 14. If applicable, check operation of lights.
- 15. A hospitality area should be available for the teams. Also, designate a hospitality area for the umpires.
- 16. Designate scorer's table. [If possible, cover scorer's table with bunting or other appropriate material.]
- 17. Designate seating for the NCAA committee members/site representatives, NCAA championship manager and secretary-rules editor adjacent to the field. Post signage noting NCAA STAFF AND COMMITTEE MEMBERS ONLY.
- 18. Designate seating for the media, an interview area and cooldown areas for both visiting and home teams, and post appropriate signage.
- 19. Designate a drug-testing area to be used if the championship is selected for drug testing.
- 20. Implement security measures for restricted access areas (locker rooms, press conference area, hospitality, etc.)
- 21. Implement crowd control procedures. Identifiable security personnel (at least one individual) should be at the facility during competition.
- 22. Designate an area for the sale of championship merchandise.
- 23. Designate an area in which student-athletes can change uniforms that is not within view of the public.
- 24. Arrange for clean up after each day's competition.
- 25. Provide equipment for the awards ceremony (table with skirting).
- 26. Provide telephone number for teams to call for schedule/field condition updates in the event of inclement weather.
- 27. Only BODYARMOR or generic cups and coolers are permitted.

Laundry Services

Hosts must provide laundry services (jerseys, pants, socks, sliders, sports bras, etc.) to advancing teams that are required to wear a uniform in which they have competed during the tournament. The tournament director should coordinate when and where teams should drop off and pick up laundry.

Meeting with NCAA Site Representative

The NCAA site representative at each site will meet the day before competition begins with the tournament director and facility manager. The site representative may request that additional personnel participate in the meeting.

NCAA Space Requirements

Athletic Training Room. Provide an athletic training room stocked with towels and other necessary equipment, and staff it with the appropriate personnel before, during and following the games and practice sessions.

Entrances. Entrances must be staffed by an adequate number of event personnel. Signage should be posted to clearly identify all entrances (e.g., team personnel, ticket holders, media, etc.).

Team Personnel Entrance. An entrance must be identified for participating student-athletes and coaches.

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 if requested. Locker rooms with shower facilities should be provided for the umpires. Two locker rooms should be provided for the umpires if both male and female umpires are assigned to the site. A sign reading, "NCAA Use Only" shall be posted on the umpires' locker room(s).

Signs. Signs should be posted to identify the teams' and umpires' locker rooms.

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice for all practices and games. The NCAA committee/site representative will inspect the locker rooms before the first practice.

Media Areas. The areas used for the media workroom and the postgame interviews should be in close proximity to one another and to the locker rooms/dugouts in order to facilitate the media's work and access for coaches and student-athletes. Ensure an adequate distance between the interview area and the game field so that interviews can be conducted without interruption. The media workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). Neither should be adjacent to the hospitality area.

Access/Security. Event personnel should be stationed outside the media workroom and interview area to check credentials. These individuals should be instructed that only credentialed individuals may enter the areas. Umpires specifically are prohibited from entering these areas.

Backdrop (Finals only). The NCAA will provide a media backdrop with the NCAA Division III branding to be hung behind the table in the interview area.

Holding Area. An area adjacent to the interview area shall be designated as a holding area for student-athletes and coaches waiting to be interviewed. The area should be situated so that student-

athletes and coaches do not have to walk through the actual interview area to reach the holding area. Chairs and DASANI water should be provided.

Postgame Interview Area. The postgame interview area should be “dressed” appropriately to reflect the prestige of the event by (a) hanging the NCAA media backdrop behind the table or placing NCAA championship signage and logos on the walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) printing name plates with the institutional logo and names of the coaches and student-athletes; and (e) providing a sound system. If possible, a separate microphone should be provided for the head coach and each student-athlete. The same press conference moderator should interview both teams after each game.

Refreshment Area. If necessary, a refreshment area should be set up adjacent to or in the media workroom to accommodate the working press throughout open practices (if applicable) and competition. Only Coke and DASANI products should be provided in the refreshment area, and only NCAA, BODYARMOR and/or generic drinking cups (devoid of commercial identification) should be used.

Workroom. The media workroom should be equipped with Internet access (preferably wireless), an adequate number of electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.

NCAA Committee/Games Committee Meeting Room. The meeting room should be large enough to accommodate 12 people comfortably. This room should be close to the game field and not visible to the public.

Team Seating Area. The host should designate areas in the stands for participating teams when they are not competing. There should be seating for a minimum of 25 individuals per team. Teams should be seated in separate areas.

Team Warm-Up. Provide separate spaces for two teams to use for stretching and warm-up.

Parking

There should be an adequate number of parking spaces adjacent to the venue for team personnel, umpires, NCAA committee/staff and media. In addition, designate an area for team buses to drop off and pick up team personnel with credentials. Parking passes should be provided.

Videotaping

Designate a videotaping area and indicate its location on the facility map included in the championship packet. Participating teams may use one camera from the designated videotaping area. Make it clear to the coaches that they may videotape only their own games; videotaping for scouting purposes is not allowed. Determine whether a video credential is required and whether the video area requires additional security (roped off/monitored). Parents and fans shall not be permitted to videotape from the designated videotaping area. At regionals and super regionals, parents and fans may videotape their own games from the stands only, using only a handheld video camera (i.e., no tripod or monopod). At the finals, all games will be webcasted and archived on ncaa.com; therefore, videotaping by individuals other than team videographers is not permitted.

SECTION 12 – 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.

Committee Member/Site Representative Expenses

Regionals/Super Regionals. The host institution will be responsible for the payment of lodging for the NCAA site representative. Charges for the hotel room and tax should be direct billed to the host institution and reimbursed via the final financial report as a budgeted games expense. NCAA site representatives will be responsible for their own incidental expenses. NCAA site representatives will request reimbursement for per diem and any ground transportation expenses incurred (for mileage greater than 25 miles one-way) through the NCAA Travel Expense System (TES), which is available online at <https://web1.ncaa.org/TES/exec/login?js=true>. A user guide for the system will be provided to each NCAA site representative. Payment will be issued directly from the NCAA national office the week following the regional and/or super regional. Per diem will be provided beginning with the day of arrival and ending with the day of departure. The committee member/site representative will be reimbursed for ground transportation at the IRS mileage reimbursement rate (currently 53 cents per mile) up to a maximum of 1,000 miles roundtrip. The NCAA staff will confirm the mileage calculations (based on TES).

Finals. The host institution will be responsible for the payment of lodging for the committee members. Charges for hotel rooms and tax should be direct billed to the host institution and reimbursed via the final financial report as a budgeted games expense. The committee members will be responsible for their own incidental expenses. All flights must be arranged through Short's Travel and will be direct billed to the NCAA. Committee members will be reimbursed for ground transportation at the IRS mileage reimbursement rate (currently 53 cents per mile) up to a maximum of 1,000 miles roundtrip. Committee members will request reimbursement for per diem and any ground transportation expenses incurred (for mileage greater than 25 miles one-way) through the NCAA Travel Expense System (TES), which is available online at <https://web1.ncaa.org/TES/exec/login?js=true>. A user guide for the system will be provided to each committee member. Payment will be issued directly from the NCAA national office the week following the championship. Per diem will be provided beginning with the day of arrival and ending with the day of departure.

Deadline

The proposed budget/financial report is available on the NCAA website at <https://championships.NCAA.org>. The proposed budget must be submitted by the deadline designated in the bid materials. All adjustments to budgets must be approved in advance by the championship manager.

Drug-Testing Expenses

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

Financial Report

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

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

Lodging Expenses

Umpires. Hotel rooms and taxes for umpires approved to receive lodging (see Section No. 15 – Lodging in this manual) shall be direct billed to the host institution and reimbursed via the final financial report. Umpires will be responsible for their own incidental expenses.

NCAA Committee Member(s)/Site Representatives. Hotel rooms and taxes for the NCAA committee member(s)/site representative shall be direct billed to the host institution and reimbursed via the final financial report as a budgeted game expense. The committee member(s)/site representative will be responsible for their own incidental expenses.

NCAA Staff (finals only). Staff members should be included in the rooming block with the softball committee members but staff members are responsible for their own lodging expenses.

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](#) 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.

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 anticipated receipts and expenses associated with the conduct of the

championship competition shall be included in the proposed budget. This includes lodging expenses for officials, NCAA committee members and site representatives, if applicable. The proposed budget must be submitted to the NCAA by the deadline designated in the bid materials, and the championship manager will approve the budget prior to the first date of competition of the respective round of the championship. Additionally, best efforts should be made by the host to reasonably forecast expected ticket sales for the championship.

The host institution is responsible for adhering to the championship expenses approved by the NCAA, including, but not limited to, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, police and security, promotion, publicity, advertising, meetings, medical staff and banquets (finals only). 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 championship for sales made by both the NCAA and the host in 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 submit an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

Transportation

Transportation. All umpires for regionals and super regionals will drive to the site of competition. For the finals site, up to four of the six umpires may be approved for flights. The NCAA shall pay for the rental of cars for a predetermined number of umpires and NCAA committee representative(s). The championships staff will submit requests for travel authorization numbers (TANs) and direct umpires to contact Short's Travel to confirm arrangements for flights and rental cars.

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

Travel Reimbursement for Participating Institutions

Travel reimbursement policies and forms are available [online](#). Participating institutions must submit the reimbursement forms online within 45 days of the conclusion of the competition.

Umpires Expenses

For more specific information regarding umpires, see Section 20 – Officials in this manual.

Fees, per diem and mileage (if necessary) for umpires will be paid through ArbiterPay. The umpires must register for ArbiterPay at <http://www.ArbiterPay.com/> and provide their contact information. ArbiterPay is free to umpires. Hosts will need to include lodging for the umpires as a budgeted games expense.

SECTION 13 – Game Management

Administrative Meeting

The NCAA committee member/site representative will conduct a mandatory administrative meeting before the start of competition to review championship matters. Key host institution personnel and the

crew chief/umpire-in-chief also shall attend the administrative meeting. It is mandatory that each institution's head coach attend the meeting, and it is strongly encouraged that the athletics director, senior woman administrator or designated institutional administrator (other than a member of the softball coaching staff), as well as the athletic trainer and sports information director, of each participating institution also attend the meeting. For the sign-in sheet for the administrative meeting, see **Appendix H** for regionals, **Appendix I** for super regionals and **Appendix J** for the finals.

At regionals and super regionals, the administrative meeting usually is held the evening before competition but may be held the morning competition begins. See **Appendix G** for an agenda for the meeting.

The NCAA site representative (regionals or super regionals) or the NCAA championship manager (finals) will read the NCAA championship drug-testing statement (see **Appendix K**) and review the misconduct provisions (see **Appendix L**) during the administrative meeting.

Double Flip Procedure

1. Two members of the games committee meet with coaches to break a tie.
2. It is explained to coaches that ties are broken by a double flip, which means you flip first to see who gets to call the second flip.

Flip No. 1

1. Games Committee member No. 1 indicates one team as heads and the other as tails.
2. Games Committee member No. 2 flips the coin, and whichever way the coin comes up (heads or tails) is the team that gets to call flip No. 2.

Flip No. 2

The team that won flip No. 1 calls heads or tails while coin is in the air.

Electronic Transmission

The use of electronic audio or video devices that transmit information from any location in the facility to the field (e.g., video to video; audio to audio; or video skill pictures on the field) is not permitted. Statistical information may be entered into electronic equipment (e.g., smart phones, tablets, laptops) but may not be accessed or retrieved during the game.

Event Personnel

The tournament director is responsible for recruiting personnel to assist in the hosting efforts. The personnel required will vary, depending on the facility.

Entertainment. Depending on the type of entertainment, the numbers of support personnel will vary. In the past, host institutions have provided:

1. Hospitality room/area monitor.
2. Team host or hostess for each visiting team.

Facility Management. Depending on the facility, the number of people needed in each category will vary. In addition to the number designated by the tournament director, it is beneficial to have four or

five persons who can perform a variety of tasks. The following are the types of personnel needed:

1. Adequate security, with at least one identifiable security person.
2. Ticket sellers.
3. Ticket takers.
4. Concession workers.
5. NCAA merchandise sellers.
6. Clean-up crews.
7. Adequate number of personnel (i.e., approximately five individuals, not including the NCAA site representatives or team personnel) on site if it is necessary to tarp the field.

Game Personnel. In addition to umpires, who are recommended by the NCAA Softball Umpire Program and approved by the Division III Softball Committee, the following personnel are needed for each game:

1. Official scorer.
2. One scoreboard operator.
3. One public-address announcer.
4. At least one qualified statistician.
5. Adequate number of grounds crew personnel to facilitate adherence to the game schedule.
6. Drug-testing couriers, if applicable.
7. At least two retrievers of out-of-play foul balls and home run balls.
8. One individual to monitor the weather-safety website. This individual should not have other duties (e.g., SID) that would interfere with this responsibility. (The website must be activated and available before competition. Note that it may take one to two days to receive the institutional password after it is requested, so please plan accordingly.)

Key Institutional Personnel. The tournament director, sports information director, facility manager and athletic trainer play key roles in the championship's success.

Public-Address Announcer. The public address announcer is one of the key factors in a successful championship. The host should attempt to confirm the services of a professional announcer with experience in announcing softball games. If possible, the announcer should be assisted before the competition by the host sports information director, who shall provide statistics and game notes for the participating teams. The announcer also should be provided approved scripts and public address announcements from the NCAA (e.g., NCAA corporate champions/partners, sportsmanship, promotional announcements about the next day's matchups, NCAA merchandise sales, etc.).

All announcements should pertain only to the Division III Softball Championship, with the exception of reporting scores from other NCAA championship competition. If a special announcement is needed, it should be made only at the direction of the NCAA site representative/committee member or championship manager. At no time should commercial sponsors or contributors other than official NCAA corporate champions/partners be recognized.

The announcer should be encouraged to attend the pre-tournament administrative meeting to: (1) learn the correct pronunciation of all involved individuals (student-athletes, coaches, institutional personnel, umpires and NCAA committee members); (2) confirm team information; and (3) become familiar with the pre-game protocol.

See **Appendix M** for additional announcer's instructions. The crowd control statement (**Appendix N**) should be read at least once during each session. Also, the announcer is requested to use "Ladies and Gentlemen, please rise to honor America and those who support our freedom at home and abroad for the playing/singing of our national anthem" when introducing the national anthem.

The announcer and all scorer's table personnel are expected to remain neutral, refrain from showing bias toward any participating team and refrain from wearing apparel with host institution or conference logos.

Tournament Director. The tournament director may serve solely in this capacity at the scorer's table; he or she may not also serve as scoreboard operator, timer, public-address announcer, etc. This is to ensure that the tournament director is able to oversee all aspects of the competition and be readily available to address any issue that may arise.

Games Committee

Regionals and Super Regionals. The site representative will serve as the chair of the games committee, which also will consist of the host institution's director of athletics (or designated representative), the softball facility manager and the umpire crew chief or off umpire.

Finals. At the finals, the Division III Softball Committee shall serve as the games committee.

Games Committee Duties. The games committee at each site will actively supervise the conduct of each championship session.

Games Committee Meeting

The purpose of the games committee meeting is to review championship preparations and the agenda for the administrative meeting. For an agenda for the games committee meeting, refer to **Appendix O**.

Regionals and Super Regionals. The games committee meeting usually is held before the administrative meeting. The NCAA site representative will preside over the meeting, which also involves the other members of the games committee (the tournament director, the softball facility manager and the umpire crew chief or off umpire).

Finals. The championship manager and the tournament director will schedule a games committee meeting in conjunction with a walk-through of the facility with the softball facility manager and umpire-in-chief the day before the practice day. The committee chair will preside over the meeting.

Home Team Determination

For all regionals, super regionals and finals competition, the home team will bat last, occupy the third-base dugout and take the infield warm-up first (eight-minute warm-up).

The home team shall have choice of uniform. The visiting team is expected to wear a contrasting color jersey. As a reminder, when teams play back-to-back games, they must be prepared to change uniforms, if necessary. Determination of uniform colors must be approved by the NCAA site representative. Noncompliance with this policy may result in a charge of a failure to follow policies and procedures.

The higher-seeded team for the first day of competition at four-team regionals, super regionals and the finals will be the home team. In subsequent games, the home team shall be determined according to the home team determination form. See **Appendix P** for home team determination forms for regionals, super regionals and the finals to track the number of times each team has been the home team and the visiting team.

Length and Schedule of Games

Game Times. Game times should be scheduled a minimum of two and a half hours apart. Tournament directors should be prepared to notify participating institutions of game times during the teleconference conducted with the teams before regional and super regional competition.

Regional and super regional start times:

- Thursday or Friday games shall be scheduled between noon and 8:30 p.m.
- Saturday games shall be scheduled between 10 a.m. and 8:30 p.m.
- Sunday games shall be scheduled between noon and 8:30 p.m.

The Division III Softball Committee shall determine game times for the finals.

If games run long and game start times fall behind the championship schedule, time must be permitted for field maintenance and warm-up periods for both teams before the start of the next game. In these situations, the shortened pregame warm-up format (**Appendix Q**) shall be used. Awards ceremonies following elimination games still should be conducted even if games are running behind schedule.

All games shall be seven innings, except that a five inning, eight-run rule will be used in all rounds of the championship. If play is stopped before a seven-inning game is completed and the eight-run rule is not in effect, the game shall resume at the point of interruption. For all rounds of the championship except the national championship game, if a game is both halted and regulation, regulation will take precedence assuming reasonable efforts to complete the game have been made and have failed. The games committee shall determine reasonable efforts.

Every attempt should be made to complete regional competition by Sunday and super regional competition by Saturday. Competition may be scheduled one additional day if: (1) weather or unforeseen circumstances prevent the completion of competition on the originally scheduled final day of competition; or (2) completing competition would require a team to play three games in one day. **(Note: A team may be required to play three games in the same day on the rain date in order to complete the preliminary round.)**

If competition has to be extended to the additional day, it must be completed without starting a game after midnight that day.

If play is suspended before the regional or super regional championship game and competition at that round ceases, see the rain-delay advancement formula outlined below.

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

- 0 games played Highest seed
- 1 game played Highest seed
- 2 games played Highest undefeated seed
- 3 games played Highest undefeated seed
- 4 games played Highest undefeated seed
- 5 games played Highest undefeated seed
- 6 games played Winner of Game 6 unless each team has one loss (i.e., the teams are tied), then:
 - 1) Head-to-head competition
 - 2) Highest remaining seed

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

- 0 games played Highest seed
- 1 game played Highest seed
- 2 games played Highest undefeated seed
- 3 games played Highest undefeated seed
- 4 games played Winner of Game 4 unless each team has one loss (i.e., the teams are tied), then:
 - 1) Head-to-head competition
 - 2) Highest remaining seed

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

- 0 games played Highest seed
- 1 game played Winner of Game 1
- 2 games played If each team has a loss, the highest seed

Medical Procedures

Each scheduled practice and contest requires (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) planned access to a physician for prompt medical evaluation of the situation, when warranted; (c) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; (d) access to a working telephone or other telecommunications device, whether fixed or mobile; and (e) a thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation (CPR) techniques. The host must provide standard procedures and equipment for handling injuries involving blood.

The head athletic trainer shall: (1) contact participating teams to determine any special athletic training needs; (2) explain the medical procedures at the administrative meeting, noting athletic training room hours and services, and telephone numbers for off-hours assistance (e.g., local emergency care clinic, nearest hospital); (3) arrange for towels, cups, water and ice for all practices and games; and (4) designate an athletic training area at the competition site.

Pairings

Regionals. Pairings at each regional site are based on seeds determined by the Division III Softball Committee during the selection call. Teams in the same conference will not be paired against each other in the first game of regionals as long as geographic proximity is maintained (i.e., no flights are created).

Super regionals. When finalizing the championship bracket, the committee will take into consideration potential pairings of regional winners in an effort to minimize flights for the super regional round.

Finals. After the conclusion of super regional competition, the Division III Softball Committee will use the selection criteria in the NCAA online score-reporting system, with results updated through super regional competition, to compare and rank teams. The committee will then pair teams according to traditional bracketing principles (#1 vs. #8, #2 vs. #7, etc.).

Postponement and Adjustments to Schedule

If issues (e.g., weather, travel, etc.) dictate a change in the schedule, the NCAA site representative must receive approval from the NCAA **before** rescheduling and/or extending the days of competition. You **must** contact NCAA Championship Manager Jan Gentry at 317-917-6626 (work) or 317-966-6490 (cell). See **Appendix R** for general policies regarding weather delays and see the Length and Schedule of Games section in this manual for guidelines to determine the winner of the respective round if competition is unable to be completed.

Practices

Participating teams must be allowed to practice on the game field for at least one hour the day before competition, weather permitting. A separate practice field or area must be designated for additional practice time. At regionals, practice times will be assigned based on travel distance. The team that travels the greatest distance will have the first choice of practice times. Teams that travel to the site of competition and arrive the day before the practice day are then considered “local” teams and are expected to utilize the earliest available practice times. The host institution will have the last choice of practice times, given that no travel is necessary. Transition time (approximately 10 minutes) for teams to move between the game field and the practice field/area should be included in the practice schedule. If a pitching machine is available for practices for the host team, it must be available for all teams. Practices on the practice day are **closed** and may not be used for scouting purposes. Teams are expected to exercise proper field care when using designated practice areas. The NCAA site representative will monitor all practices.

The committee reserves the right to make a decision on the use of the game field for practice based on weather conditions. The host should secure an indoor practice site that is available to all teams throughout the tournament in the event weather prohibits practice on the game field. Please inform all teams that no equipment will be made available for any practices in indoor facilities.

Finals. At the finals, the Division III Softball Committee will approve and assign practice times and

monitor all practices. Practice times will be assigned based on game times the first day of the tournament. If practices initially are held inside due to inclement weather, but then the weather improves and practices may be conducted outside, teams that are paired to play will be provided the same practice arrangements (i.e., both practice inside or both practice outside). Practices will be timed, beginning at the scheduled practice time regardless when the team actually takes the field. Teams will not be allowed to practice before their designated start time.

Pregame Protocol

Pregame Format. The pregame format is included in **Appendix Q**.

Teams may warm up in the outfield (on the grass and dirt) while the field crew is preparing the infield. If the competition facility does not have adequate space to allow both teams to take ground balls on dirt in foul territory, the teams may share the infield to take ground balls for a maximum of three minutes before the eight-minute warm-up periods. Both coaches may agree to forego the three minutes of shared infield. Each team will be permitted a maximum of eight minutes for infield practice on the game field before each contest.

Team Introductions and National Anthem. Before introductions, teams will line up on the baseline in front of their respective dugouts as the announcer introduces each team (see **Appendix M**). Teams should line up with non-starters closest to home plate, then starters, and then coaches closest to first and third bases. The national anthem will be played or sung before the first game of each session and a special designee may throw out the "first pitch." In subsequent games in the same session, teams will be announced, but the national anthem and the "first pitch" are eliminated. If a moment of silence is approved to be observed, it should occur before the national anthem.

Protests

Rule 7.2 on pages 57-60 of the 2018 and 2019 NCAA [Softball Rules](#) outlines the protest procedures for NCAA softball championship play.

Site Representatives

A member of the Division III Softball Committee or an individual designated by the committee will serve as the NCAA site representative. The NCAA staff will provide the name and contact information of the assigned site representative to the respective tournament director Monday, May 6 for regionals and Monday, May 13 for super regionals.

The site representative will contact the tournament director before his or her arrival. Please confirm the site representative's arrival and departure times and whether he or she will need lodging. In addition, review the championship schedule, including meeting, practice and game times, with the site representative.

Softballs

The Rawlings NC12L is the official softball for the championship. Rawlings Sporting Goods Company, Inc. will ship seven dozen softballs to each regional host, three dozen softballs to each super regional host and 26 dozen softballs to the host of the finals. No other ball shall be used.

Homerun balls at regionals, super regionals and the finals should be given to the respective batters. At super regionals and the finals, each senior student-athlete will receive a game ball used in championship competition during the awards ceremony for her team. Game balls may be awarded to

seniors at all rounds if a sufficient supply of softballs is available to complete the tournament.

Statistics

The keeping of statistics is an integral part of the championship's success and every effort should be made to provide an accurate and efficient crew. The host institution sports information staff must email game scores to ncaa-content@turner.com and post scores on its institutional website within 30 minutes of the conclusion of each game. Box scores should be provided to participating teams within 30 minutes. Each facility should have easy access to one high-speed printer and one copier. The facility will be responsible for the installation, service costs and paper for the copier for the tournament.

Sunday Competition

Regionals that include teams with a no-Sunday play policy will be conducted in a Thursday-Saturday format instead of a Friday-Sunday format. Only Sunday games that affect teams with a no-Sunday play policy will be rescheduled. The order of games shall not be changed.

Team Dugouts

Dugout Assignments. The home team shall occupy the third-base dugout and the visiting team shall occupy the first-base dugout.

Bench Size. A maximum 20 student-athletes (squad size) may be in uniform during competition. The number of individuals allowed in the dugout may not exceed 30 individuals (31 if the host institution provides a bat handler). Each institution will receive a maximum of 25 (official travel party size) participant credentials, and each institution may request up to five bench passes, two of which must be utilized by medical personnel. Bench passes provide free access to the facility. Any institutional personnel beyond the 30 that receive participant credentials or bench passes **must purchase a ticket** for admission to the venue. (Note: The host will provide a media credential for each institution's sports information director, and this individual is not included in the 30 participant credentials/bench passes.)

Uniforms

The home team shall choose the uniform color. The visiting team shall wear a contrasting uniform color from the home team.

Weather

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

Lightning and Weather Detection Service

The NCAA has made arrangements through WeatherSentry to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided complimentary so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament director should request to include their email address and/or phone number via text to the WeatherSentry system so they can receive the weather updates. The site representative and tournament director should ensure that the address identified in the monitoring

system is the actual physical location of where the event is taking place. It is recommended that the site representative and the tournament director monitor the national storm center forecast using weather.gov or weatherbug.com. It is also recommended that the tournament director make contact with a local meteorologist.

For detailed lightning and weather guidelines, refer to **Appendix R**.

SECTION 14 – Insurance

If the event is held on-campus:

The 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. The certificate must be submitted to the 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 general liability coverage. (This is the minimum requirement per NCAA bylaws).

If the event is held off-campus:

The 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. The certificate must be submitted to the 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 general liability coverage. (This is the minimum requirement per NCAA bylaws).

The 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. The NCAA must be named as an additional insured.

Notes:

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

SECTION 15 – Lodging

Preliminary-round bids must include hotel contracts or confirmation of the number of rooms reserved at each hotel and the nightly rate in writing, preferably on hotel letterhead. The selection of a competition site may be dependent on the availability and quality of rooms for participating institutions.

Team Hotels

Host institutions are responsible for reserving hotel accommodations for (a) the participating teams; (b) umpires; and (c) the NCAA committee member/site representative. Ideally, the selected hotel properties shall be within no more than 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. All hotel rooms must be non-smoking and the doors should not open to the outside of the building. Efforts should be made to include free Internet access and a free breakfast (preferably a hot breakfast) at the team hotel(s). If multiple teams are housed in the same hotel, the teams should be separated by floor. Rooms for the umpires must be in a separate hotel than the teams.

Each participating institution is obligated to stay at the hotel property reserved by the host. On the teleconference with the teams assigned to each site, the tournament director should be prepared to assign each participating team to a specific hotel. The teams should then reconfirm the reservations in the names of the institutions and the institutions shall be responsible for the reservation.

If an institution prefers not to stay at the assigned hotel property and chooses to relocate to a different hotel, which is generally not approved by the NCAA, the following guidelines apply:

- The participating institution must notify both the hotel manager and the tournament director by 5 p.m. on the practice day or the date specified by the tournament director.
- The participating institution must obtain a written release for the rooms from the hotel manager.
- Even if the release is obtained, if the institution does not use the rooms at the assigned hotel property, **the institution will be responsible for the first night's room charges for all rooms reserved for the institution at the assigned hotel property.**
- If the participating institution obtains a release to relocate the team but uses all of the rooms reserved for the institution at the assigned hotel property for persons accompanying the official travel party, there will be no financial penalty. However, if an institution fails to make satisfactory arrangements with the hotel for use of the reserved rooms and does not obtain the required written release, **full charges for any rooms reserved for the institution that are not used will be billed to the institution.**
- The institution is not permitted to move to a hotel reserved by the host for other participating teams (if applicable), the umpires or the NCAA committee/staff.

Regional Sites. The dates of competition for the 2019 regionals are Friday-Sunday, May 10-12. Visiting teams will arrive Thursday, May 9, or possibly Wednesday, May 8, so hosts should confirm hotel availability in the locale beginning with May 8. In addition, please be aware that if a team with a no-Sunday play policy is assigned to a regional site, that site will conduct competition in a Thursday-Saturday format. Therefore, hosts should confirm hotel availability in the locale beginning with Wednesday, May 8. Hosts should reserve 13 double rooms and two singles for the official travel party of 25 for each team. Regional tournament directors should be prepared Monday, May 6 to provide hotel assignments, hotel telephone numbers, room rates and approximate distances to the facility to visiting teams. It is not sufficient for the tournament director to provide only a listing of hotels available in the locale. The tournament director should include the hotel assignments in the participant manual. During the teleconference with the participating teams and the site representative Tuesday, May 7, the tournament director should confirm the teams' arrival dates and notify the hotel manager(s). In the event of inclement weather or unforeseen circumstances, regional competition may be extended for one additional day. The tournament director should inform the hotel manager(s) of this possibility.

Super Regional Sites.

The dates of competition for the 2019 super regionals are Friday and Saturday, May 17 and 18. Visiting teams will arrive Thursday, May 16, or possibly Wednesday, May 15, so hosts should confirm hotel availability in the locale beginning with May 15. Hosts should reserve 13 double rooms and two singles for the official travel party of 25 for each team.

Super regional tournament directors should be prepared Monday, May 13 to provide the hotel assignment, hotel telephone number, room rate and approximate distance to the facility to the visiting team. It is not sufficient for the tournament director to provide only a listing of hotels available in the locale. The tournament director should include the hotel assignment in the participant manual. During the teleconference with the participating teams and the site representative May 13, the tournament director should confirm the team's arrival date and notify the hotel manager. In the event of inclement weather or unforeseen circumstances, super regional competition may be extended for one additional day. The tournament director should inform the hotel manager of this possibility.

Finals only. Anthony Travel has negotiated all hotel contracts for the team hotel(s) at the finals site. Two king rooms and 15 double rooms have been reserved for each team. Teams may arrive as early as Tuesday, May 21 and depart Tuesday, May 28. Hotel assignments, hotel telephone numbers, room rates and approximate distances to the facility should be included in the participant manual provided to the teams advancing from super regionals.

NCAA Committee Member/Site Representative Lodging

Regional and Super Regional Sites. A member of the Division III Softball Committee (or an individual designated by the softball committee) will serve as the NCAA site representative. If that person does not live in the immediate area, a non-smoking room should be reserved for him or her at a nearby hotel and the charges (which should be at a team rate and exclude incidentals) should be direct billed to the host institution. The charges should be included as a budgeted disbursement on the financial report, which must be submitted online within 60 days of the conclusion of competition.

Regionals. The NCAA site representative will arrive either Wednesday, May 8 or Thursday, May 9, before team practices, and will check out either Sunday or Monday, depending when regional competition concludes.

Super Regionals. The NCAA site representative will arrive either Wednesday, May 15, or Thursday, May 16, before team practices, and will check out either Saturday or Sunday, depending when super regional competition concludes.

The NCAA site representative should check out of the hotel the morning of the championship game to avoid incurring a charge for another night of lodging. If the championship game ends late in the day and the site representative must travel a significant distance to return home, an extra night of lodging may be reimbursed if approved in advance by the NCAA championship manager. Please confirm the arrival and departure dates with the site representative.

Finals. Anthony Travel has negotiated the contract for a hotel for the NCAA committee and staff at the finals site. Ten single, non-smoking rooms will be reserved at the headquarters hotel for the eight committee members, the NCAA championship manager and the NCAA equipment consultant or softball rules committee representative who will conduct bat testing. It is possible that some of these rooms will not be used if teams of committee members advance to the finals. All individuals will arrive Tuesday, May 21 and check out Tuesday, May 28. Approximately one month before the

championship, the Anthony Travel staff will provide a final confirmation of the agreement with the hotel(s) to the NCAA championship manager, who will provide the tournament director a rooming chart with the travel arrangements of the committee members, NCAA staff and umpires. All rooms except the rooms for NCAA staff should be direct billed to the host institution. The lodging charges should be included as a budgeted disbursement on the financial report, which must be submitted online within 60 days of the conclusion of competition.

Umpire Lodging

Regional and Super Regional Sites. Lodging should be provided for any umpires who do not live in the locale of the host institution. It is mandatory that lodging for the umpires be at a hotel separate from the hotel(s) of the participating teams. Four umpires will be assigned to each regional site, and three umpires and an alternate from the locale will be assigned to each super regional site. All rooms should be single, non-smoking rooms. Umpires will arrive the day before competition and will check out the day competition concludes. The room and tax charges (excluding incidentals) should be direct billed to the host institution. Include the charges as a budgeted disbursement on the financial report, which must be submitted online within 60 days of the conclusion of competition.

Umpires should check out of the hotel the morning of the championship game to avoid incurring a charge for another night of lodging. If possible, the host institution should provide facilities for the umpires who work the championship game to shower before traveling home. If the championship game ends late in the day and an umpire must travel a significant distance to return home, an extra night of lodging may be reimbursed if approved in advance by the NCAA championship manager.

Finals: Anthony Travel has negotiated the contract for the hotel for umpires at the finals site. Seven single, non-smoking rooms will be reserved for the six umpires and the umpire-in-chief (UIC) at a hotel separate from the team hotel. The UIC will arrive Tuesday, May 21 and check out Tuesday, May 28. The six umpires will arrive Wednesday, May 22 and check out Tuesday, May 28. The room and tax charges (exclude incidentals) should be direct billed to the host institution. Include the charges as a budgeted disbursement on the financial report, which must be submitted online within 60 days of the conclusion of competition.

SECTION 16 – Marketing and Promotions

Banners

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

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 Host Reporting System.

Expectations

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

Marketing Plan

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championships and Alliances Marketing contact. All marketing plans, marketing budgets and collateral must be approved by the NCAA Championships Marketing contact prior to implementation. The Championships Marketing contact will provide a marketing plan template to the tournament director.

Marketing Collateral

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

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

Each NCAA championship host marketing contact and tournament director will receive an email with the marketing website address, username, password and specific marketing budget allocated for the championship you are hosting. **The reimbursement amount is separate from and in addition to the marketing/promotions budget included in the proposed budget submitted by host institutions through the championship bid process.** Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information.

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

- Print
 - Poster
 - Flyer
 - Print Ad
 - Table Tent
- Digital
 - Email blast
 - Banner
 - Social Media Graphics

- Outdoor
 - Billboard
 - Banner
- Resources
 - Marketing Best Practices
 - Social Media Guidelines

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

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

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

Note: A limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Online Marketing Website.

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

:30 Video/Television Spot

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

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

:30 Radio Spot

- The NCAA creates radio spots for all predetermined championship final sites that are not sold out and for a limited number of predetermined regional rounds.
- The radio spots can be used on radio stations, websites, burned onto disks or emailed.

- The file format available for download is .mp3 (.32 mbps).

Materials Sent to High Schools or Two-Year Colleges

Per Bylaw 13.4.1.2, a host for an NCAA or conference championship may provide printed materials promoting the championship and send it to a high school or two-year college coach or administrator. It is not permissible to send such materials directly to prospective student-athletes.

Promotional Ideas

Following are ideas to stimulate hosts' thoughts in planning their promotional strategies to generate community awareness and support:

Advertising. Plan an advertising campaign to be implemented during the final weeks before the championship, with increased advertising during the final few days.

Banners. Hang at key intersections of the city and on campus.

Billboards. Display throughout the city if they are considered to be an effective advertising medium in the area.

"Buddy" System. Encourage booster and/or alumni groups on campus not only to purchase tickets for themselves, but also to sponsor another person or group to attend the championship (e.g., Girl Scouts, Boy Scouts, underprivileged children, etc.).

Conference Office Involvement. Make sure ticket order forms and information are available through the nearest conference office and enlist its assistance in promoting the championship through its releases, newsletters, clinics, conference meetings, etc.

Corporate Sales. Establish a program to solicit corporate ticket sales. A committee could be set up to personally solicit each business in the city to encourage the purchase of blocks of tickets for employees, underprivileged children or other citizens.

Electronic Message Boards. Run championship information on electronic message boards on campus and around town.

Fax Cover Page. Include championship information on your athletics department's fax cover page.

Flyers. Distribute ticket flyers at home softball contests and also send to:

- Booster club members.
- Season ticket holders.
- Previous year's postseason competition ticket holders, if applicable.
- Local chamber of commerce and merchants.
- Faculty, staff and students.
- Local **adult** softball league members.
- State high school and junior college coaches associations.
- Conference offices.

Grade School Involvement. Plan activities to involve grade school students in the promotion of the championship (e.g., conduct an art contest welcoming the championship and display the art in the championship venue the week of the championship; award two game tickets to the winning artist).

Internet. Provide championship information on your institution's Web page.

Mailings to Ticket Holders. Include notice of the championship on all lists and mailings to your institution's regular-season events (both athletics and general) and on athletics department answering service recordings.

NCAA Corporate Partners. Enlist the cooperation and support of the affiliates of NCAA corporate partners in the area to purchase tickets to be used for promotion of the championship.

"NCAA Championship Week." Request your community to declare "NCAA Championship Week" before the championship. Information could be distributed at different locations throughout the city in conjunction with the declaration.

Newspapers. Alternate morning and evening papers in the metropolitan area and surrounding communities. Be sure to include specific information about how to obtain tickets.

Promotion at Home Events. Promote the championship at all home men's and women's athletics events on the scoreboard/message board and public-address system. Use PSAs on local radio broadcasts and telecasts of other institutional sporting events.

Public Speaking. Establish community support by:

- Obtaining the support of key political and corporate leaders.
- Arranging speaking engagements by coaches and athletics department personnel at chamber of commerce meetings, booster club meetings, etc.
- Arranging radio and television appearances by campus or local "personalities" to promote the championship.

Radio and Television. Purchase advertising if permitted within the online championships promotions budget or the approved games budget. Also attempt to solicit promotional messages as free public service announcements. Consider purchasing tickets to be used as trade-outs for promotional spots on local radio and television stations.

Speaker's Bureau. Establish a speaker's bureau through the chamber of commerce through which leaders of service organizations would be encouraged to invite someone from the athletics department to speak about the championship.

Street-Pole Banners. Display the banners on key streets of the city and on campus.

Student Involvement. Direct promotional efforts to student organizations on campus, as well as to faculty and staff. Enlist student organizations to help sell ticket blocks. Visit dormitories, fraternities and sororities, and organize a contest among them to sell tickets.

Telephone Solicitation. Conduct a "phone-a-thon" to reach booster club members, corporations, season ticket holders, area high school coaches, members of the chamber of commerce, faculty and staff to encourage ticket sales.

Ticket Donations. Distribute a mailing to the parks and recreation department participants in the city soliciting donations for the purchase of tickets for children who participate in the recreational programs.

Ticket Purchases. The NCAA does not allow complimentary or discounted tickets for its championships; all tickets must be purchased. However, the NCAA will permit the purchase of championship tickets to use for championship promotional efforts, such as giveaways by radio stations and during halftime promotions. The tournament director should obtain approval from the NCAA for any ticket promotions.

NCAA Division III Bylaws Pertaining to NCAA Championship Promotions

12.5.1.1.2 - Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/10/05)

12.5.1.10 - Promotion of NCAA and Conference Championships. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/10/05)

12.6.1.2 - To Intercollegiate Event. A professional sports organization may serve as a financial sponsor of an intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. [D] (Adopted: 1/10/92, Revised: 1/10/05, 1/14/12)

13.4.1.2 - Conference or NCAA Championships. An institution or conference that is hosting any portion of a conference or NCAA championship may send printed materials promoting the championship event (e.g., ticket application or promotional brochures, flyers or posters) to high school or two-year college coaches or administrators, but not to specific prospective student-athletes, provided: (Adopted: 1/13/10)

- (a) The printed material includes only information relevant to the championship events;
- (b) The printed material is available to the general public, including all high schools in the local area; and
- (c) The printed material contains no information related to the institution's athletics program.

13.14.1.2.1 Exception – NCAA Championships. An institution or conference that is hosting any portion of an NCAA championship may purchase paid advertisements in a high school athletics program to generally promote the NCAA championship, provided: (Adopted: 1/15/14)

- (a) The advertisement includes only information relevant to the championship events;
- (b) The advertisement is available to the general public, including all high schools in the local area; and
- (c) The advertisement does not contain information related to the institution's athletics program or the conference's member institutions.

SECTION 17 – Media/Credentials

Host media coordinators/sports information directors should review the media checklist in **Appendix S**.

Championship Records

NCAA championship records are available in PDF format at NCAA.org. Once you are logged onto

the site, hover over the specific division and click on the statistics link. Click on the appropriate sport and scroll down to the records book section.

Credentials

Regionals and Super Regionals. The host institution will be responsible for printing all credentials for participants, team personnel, media, the NCAA site representative, umpires and other tournament personnel, as necessary. The site representative will be responsible for distributing credentials to teams. All credentials should be color coded and have the type (e.g., Participant, Umpire, Event Staff, Media) clearly visible from a distance. A credential template will be emailed to you when your institution is confirmed as a regional or super regional host. The use of any other credential or entry badge is prohibited, except for concession workers, ushers, security officers or ticket takers. Credentials are not transferable.

Finals. The NCAA will print and send to the host institution all credentials for the participants, team personnel, media, committee, umpires and other tournament personnel, as necessary. The tournament director shall provide an estimated count of the number of each type of credentials needed and specific names and titles at least 60 days before the event. The NCAA committee members will distribute credentials to each team. All credentials will be color coded and have the type (e.g., Official, Event Staff, Media) clearly visible from a distance. Credentials are not transferable. Conditions placed on the use of credentials are included in **Appendix T**.

Official Travel Party. The official travel party for the softball championship is 25. The number of participant credentials (maximum of 25) provided to each team for each round of competition should be based on the number of individuals listed on the credential list/travel party roster. Credentials are required for participants to enter the competition venue. Each team may also request up to five team personnel credentials, two of which must be used for medical personnel (e.g., athletic trainer). The sports information director of a participating institution should request a sports information credential from the media coordinator, and this credential will be separate from the team allotment of 25 participant credentials and five team personnel credentials. Any individuals beyond the 30 that are permitted to receive a participant credential or bench pass (excluding cheerleaders, mascots and band members, who will be admitted via a gate list) **must purchase a ticket** for admission to the venue.

Softball Committee and NCAA Staff. Softball committee members/site representatives and the NCAA championship manager will be provided all-access credentials.

VIP. Each participating team will receive three VIP credentials for administrators (e.g., director of athletics, president, etc.) attending the tournament. **VIP passes DO NOT provide free access to the competition venue; VIP passes provide access to hospitality areas, locker rooms and press conferences to individuals who do not have credentials but have purchased tickets.**

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

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

- All Access – For event management-type people who need access to every area, including game surface.
- Event Management – For event management staff that do not need all access (based on space and demand, it may not be necessary to produce an event management and an all access pass).

- Media – For members of the media to provide them access to press areas, including the press box, media room, interview room and locker rooms (postgame only).
- Participant – For student-athletes, coaches and equipment managers (essentially anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- Sports information – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- Team personnel (maximum of five, including two medical personnel) – for individuals associated with the team beyond the official travel party of 25.
- Webcasting – For webcast announcers and camera operators (if the championship is going to be webcasted) to allow them access to appropriate areas (competition field, press box, media room and press conference area).

It is up to the tournament director to determine which areas may be accessed with each credential type.

Credential Qualification and Acceptance

Regionals and Super Regionals. Site media coordinators for regionals and super regionals should send a credential request form to members of the local media to determine who will be covering the event.

Finals. Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to ncaa.com/media, which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems) There will be training sessions for any SID who is not familiar with using the system. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, information on media parking, and how to order a phone line if they need to secure their own (who to contact, price, etc.).

Note: 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.

Credential Boards

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

Final Results Books and Statistics

The final results book for team championships should include, at a minimum, final statistics and results as well as a quote sheet from at least the two head coaches (inclusion of at least one student-athlete per team is preferred). For individual/team championships, the media coordinator should include quotes from at least any individual champion(s) as well as from the head coach of the team champion, if applicable. It is preferred to also include quotes from a student-athlete of the team champion and the head coach of the second-place team. The final book also may include a cover sheet, recap, postgame notes, and/or a play-by-play summary.

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

Flip Cards

Flip cards should be provided to all media members for easy reference to participating team information, where applicable. The flip cards should include all players on the roster and a minimum of their uniform numbers along with the head coach and any assistants. The flip card should include team results as well as standard information regarding the game, such as date, location and opponent.

Internet

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.

Internet Policy

The NCAA website, 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 also 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 or the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a non-exclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

In each case, no commercial advertising is permitted within the live statistics window, unless permission is specifically granted by the NCAA. (See **Appendix U** for a Championship Host Guide

to Live Stats.) Any questions pertaining to live statistics should be sent to Nate Flannery, NCAA director of digital and social media (nflannery@ncaa.org).

Championship Website Guidelines

NCAA championship hosts/local organizing committees have the opportunity to build their own championship microsite to house information about local events, restaurants, volunteer information, etc. The URL for this site will be linked directly through [NCAA.com](https://www.ncaa.com) and should not be promoted separately. See **Appendix V** for Championship Host Microsite Guidelines.

Live Scoring

The NCAA live stats and scoring policy is available at <https://www.ncaa.com/media-center/coordination-statistics>.

Media Accommodations

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

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

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

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

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

Media Guides and Postseason Guides

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

News Film and Mini-Cams

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

Officiating Questions

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

The pool reporter shall accompany a member of the sport committee to speak with the crew chief (regionals and super regionals) or umpire-in-chief (finals) to receive an interpretation in order to enhance the public’s understanding of activities that occurred during the contest

If the NCAA national umpire coordinator, secretary-rules editor or playing-rules staff liaison is onsite, those individuals will answer the question(s) instead.

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

Personnel

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

The number of workers will depend upon the media demand for the games at each 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 – Photocopy 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 notes during and after the game or day.
- Photo Marshall – Makes sure photographers stay in appropriate places. Hands out photo armbands, if necessary.
- Press Conference Moderator – Introduces student-athletes and coach; directs questions from media.

- Quote Takers – Records postgame quotes from the press conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (email, fax, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter – Helps the official scorer identify stats and any other assistance for official scorer.
- Stat Crew – Records the official stats.
- Team Escorts – Escort the coaches and student-athletes to the postgame press conference.

Photographers

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.

Photographers are not permitted in front of the dugouts any time after the competition begins. During games, photographers may only be in foul territory beyond first and third bases and must carry all of their equipment. They must be mobile and can only kneel on one knee. Photographers may work unrestricted on the playing field and in the dugout area after a game, but must quickly clear the playing field to allow the next teams to warm up. Photographers may take still photos only; videotaping is not permitted. Photographer/media credentials or photo armbands must be clearly visible at all times.

NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition, unless otherwise specified. Hosts institutions are not required to have a photographer when Clarkson 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 must 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.”

For internal member institution use, please contact Clarkson-Creative at 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).

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

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

News Conferences

The host media coordinator, or a member of the coordinator's staff, shall attend all press conferences, including any conducted before the start of championship play. A media coordinator can decide to have a pre-championship news conference if the number of media or interest in the championship warrants it. If a formal press conference will be held before the championship, the media coordinator should produce name (table) tents to place on the table to identify coaches and student-athletes.

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

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

The winning team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The losing team will report to the interview room immediately following the completion of the winning team's press conference. This process shall be followed for all games except the championship game, after which the losing team shall be interviewed first, followed by the winning team.

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

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

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

Press Conference Moderator Duties

1. The moderator should give pertinent game statistics (e.g., hits, runs batted in, stolen bases, game records, etc.) 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. The host media coordinator should determine which student-athletes will be attending the press conference and provide the names to the participating team sports information directors and the moderator so that the student-athletes 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 questions to the student-athletes to get them involved, if the media do not do so.
6. Limit each team to 10 minutes.
7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

Press Conference Setup

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

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

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

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

A Division III press conference backdrop will be sent to the institution, and microphone flags will be provided by the NCAA (finals site only).

Programs

All digital programs can be located at <https://www.ncaa.com/gameprograms>. Please refer to Section 24 – Programs in this manual for more information.

Radio

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

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto NCAA.com/media

and then click on Broadcast Services and Live Video Streaming Rights (see **Appendix W**).

Seat Assignments

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

Labels. Identification labels or place cards (by name and affiliation, if possible) may be requested from the NCAA for placement on all media seats.

Preferred Location. Media coordinators should review their seating charts before the final day of competition at the site to ensure media agencies that regularly staff games played by the host and participating institutions receive preferred seat locations.

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 the appropriate credentials.

Social Media Guidelines

The official NCAA social media pages and official hashtags can be found here: ncaa.org/socialmedia. A few of the available pages and hashtags include:

[Host] Athletics Twitter	@[Host]
[Host] Athletics Facebook	facebook.com/[Host]
NCAA Division III Facebook	facebook.com/NCAADIII
NCAA Division III Twitter	@NCAADIII
NCAA Division III Hashtags	#NCAAD3, #d3sb

Host Promotion of Championship

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 page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, 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 Chris Dion, associate director of social media, at cdion@ncaa.org.

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

Top 10 considerations when planning for social media event marketing:

1. **Know your social media audience.** Utilize 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.** This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. 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) or send ideas or news to the general box at socialmedia@ncaa.org.

Statistical Services

Each host should email Michelle Forkner (mforkner@ncaa.org) the Stat Crew packed file from each NCAA championship game upon completion of each day of competition. On the final day, the email should include the all-tournament team and Most Outstanding Player selections.

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

Institutions should send all information as follows:

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

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.

Webcasting

For final sites of all non-televised championships, NCAA.com will provide live streaming of the contest. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live webcast.

(Note: The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site.).

Apply for NCAA Internet streaming rights online at www.ncaa.com/rights-request. Questions about Internet streaming should be directed to Nate Flannery (317-917-6523; nflannery@ncaa.org).

SECTION 18 – Medical Procedures

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

Medical Facilities

Ambulance Service

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

Biohazard Cleanup

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

General Public

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

Hospital

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

Participants

Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution's athletic trainer) must be present for all practices and games at the facility. The training room must open a minimum of two hours before all practices and games, and remain open one hour after the

conclusion of all practices and games. A physician must be accessible by cell phone or pager during all practices and must be on-site during all games.

Supplies

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

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

Sports medicine providers should be trained to use emergency supplies.

Locker Rooms

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

Communication

The athletic trainer and physicians should be equipped with a means of radio communication or via cell phone.

Team Physicians

Participating institutions may include team physicians in their dugout within the bench size of 30. If the physicians are not seated in the dugout, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential or bench pass from the team allotment, they will be provided a credential and escorted to the team dugout, locker room or athletic training room.

Concussions

The NCAA has adopted legislation that requires each active member institution to have a concussion management plan for its student-athletes. Participating institutions shall follow their concussion

management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

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

Medical Staffing

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

Travel Party. Medical personnel receive credentials for the championship as part of the institutional travel party. It is the responsibility of the participating institution to include medical personnel in their credential numbers. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits through institutional funds. Competition site access for medical personnel can be secured by requesting a bench pass via the credential form.

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

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

SECTION 19 – Merchandise

Administration

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

Availability

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

General Policies

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

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
 - (1) Merchandise made available for sale at all times during the event.
 - (2) Each item neatly displayed with correct prices clearly marked.
 - (3) Merchandise should be neatly folded at all times.
 - (4) Neatly dressed personnel that are customer-oriented.
 - (5) Skirted tables for display and checkout.
 - (6) Display boards and grids to properly display product at all selling locations.
 - (7) Selling locations located in high traffic and easily located locations.
 - (8) Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - (9) Keeping selling areas clean and neat at all times.
 - (10) Re-stocking of back-up inventory in a fast and efficient manner.
 - (11) Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - (12) Providing electricity and phone line to support the merchandise sales effort at no cost.
 - (13) 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 of the event.
- 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/the NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20 percent commission fee for net sales (gross sales minus credit card fees and taxes) on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent of sales (or another percentage to be exclusively determined by the NCAA) (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 – Neutrality

Host institutions should keep in mind that an NCAA event is not a home event. All scorer's table personnel must refrain from cheering for either team and from wearing institutional attire; they are considered "neutral" and must behave in such a manner. Traditional pregame or between-games activities are not permissible (e.g., permitting mascots to lead "trains" through the stands, etc.). In addition, host institutional signage and pictures of host institution student-athletes on programs should not be used to create a "home" atmosphere.

SECTION 21 – Officials

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 facility. The tournament director also should communicate with the umpires to determine who will need lodging, and then make the appropriate reservations and provide directions. Each umpire should be provided a championship packet that includes a copy of the umpire evaluation form (see **Appendix X**), which each head coach will complete after each game. Other items to include in the umpires packet are listed in **Appendix AA**.

Assignments

Regionals and Super Regionals. The crew chief will make the initial assignments. After the first day of games, the site representative will review and discuss the coaches' evaluations of the umpires with the crew chief, and then the site representative will confirm assignments for subsequent days.

Finals. The umpire-in-chief will make the initial assignments. After the first day of games, the Division III Softball Committee member assigned as the liaison to the umpires will review and discuss the coaches' evaluations of the umpires with the umpire-in-chief, and then the umpire-in-chief will confirm assignments for subsequent days.

Fees and Expenses

Umpires will be reimbursed for ground transportation at the IRS mileage reimbursement rate (currently 53 cents per mile) up to a maximum of 1,000 miles round trip. Umpires will be reimbursed only for actual mileage expenses incurred as a driver from their residence to the competition facility (i.e., when umpires carpool to travel to a competition site, only the driver will be reimbursed for mileage). Umpires will receive a \$45 per diem allowance for each day of the tournament, beginning with the day of arrival and ending with the day of departure. Per diem is intended to cover meals, airport parking fees, tolls, local transportation, incidentals, etc. Lodging for umpires (room and tax only) should be direct billed to the host institution. Hosts should include lodging for umpires on the proposed budget as a games expense.

ArbiterPay. Fees, per diem and mileage (if necessary) for all umpires for all rounds of competition will be paid online through ArbiterPay. Umpires must register for ArbiterPay at <http://www.arbiterpay.com/> and provide their contact information. ArbiterPay is free to umpires.

Regionals. Umpires (four) at four-team regional sites will receive a flat fee of \$670. Umpires (four) at three-team regional sites will receive a flat fee of \$560.

Super Regionals. Umpires (three) at super regionals will receive a flat fee of \$560. The alternate referee will receive a flat fee of \$225.

Finals. Umpires at the finals site (six) will receive a flat fee of \$1,120. A maximum of four of the six umpires assigned may be approved to fly to the finals site. Umpires approved to fly must arrange all flights through Short's Travel. The NCAA will pay baggage fees for a maximum of two bags.

Hotel

Umpires shall not be housed in the same hotel as the participating teams. Lodging expenses (room and tax only) for referees should be direct billed to the host institution and reimbursed via the final financial report as a budgeted games expense. Umpires are responsible for incidental expenses.

Meals

Hosts should make arrangements to ensure that meals are provided to the umpires when their game assignments do not allow them to get to the VIP/committee hospitality area during scheduled meal times.

Selection

The NCAA Softball Umpire Program (SUP) recommends umpires for postseason assignment, and the Division III Softball Committee has final approval of all umpires selected.

Regionals and Super Regionals. Following team and site selections Sunday, May 5, four umpires will be assigned to each regional site. After super regional sites are confirmed upon the conclusion of regional competition, three umpires and an alternate umpire from the locale will be assigned to each super regional site. Umpires will be assigned based on geographic proximity; all umpires must reside within 500 miles of their assigned site. The NCAA staff will provide contact information for the crew chief assigned to each site to the respective tournament director and site representative by Monday, May 6 for regionals and Monday, May 13 for super regionals.

Finals. Contact information for the umpire-in-chief and six umpires assigned to the finals site will be provided to the tournament director in late April.

Tickets

Umpires should be provided a credential for admittance. In addition, each umpire is entitled to purchase two tickets to the competition (e.g., for family or friends). The host tournament director will administer this process.

Umpires Meeting

Before the first game, the NCAA site representative and the crew chief (regionals and super regionals) and the NCAA championship manager and the umpire-in-chief (finals site) will conduct an umpires meeting to review NCAA policies and procedures, review assignments and responsibilities and explain procedures for payment of game fees and reimbursement of expenses. For an agenda for the umpires meeting, refer to **Appendix Y**. Responsibilities of umpires are included in **Appendix Z**.

SECTION 22 – Participating Teams

Admittance to Facility

Regionals and Super Regionals.

Participating institutions must submit a credential list/travel party roster to the NCAA championship manager and the respective regional or super regional tournament director by 5 p.m. Eastern time on the Wednesday before competition (May 8 and 15, respectively).

Finals.

Participating institutions must submit a credential list/travel party roster to the NCAA championship manager and the tournament director by 5 p.m. Eastern time Tuesday, May 21.

Participant credentials (maximum of 25) and bench passes (maximum of five, including up to two medical personnel) will be provided to teams based on the credential list submitted by each institution. Bench passes provide free admittance to the facility. The credential list also will identify the student-athletes (maximum of 20) who will be in uniform during the championship and who may be subject to drug testing.

Bat Testing

Testing. Barrel compression testing (BCT) is mandatory and will be conducted on the practice day and on each day of competition on all bats for all teams at all rounds of the championship. Testing will be conducted 30 minutes before each team's first practice on the practice day at the competition site, and then before each team's first game each subsequent day. If the team does not practice on site on the practice day, the testing will be conducted in conjunction with the pretournament administrative meeting.

In addition to BCT, the NCAA will continue to conduct postseason, post-competition bat compliance testing. Bats will be collected from the NCAA Divisions II and III softball championships and from the Women's College World Series, as well as from selected regional and super regional sites for each division, as teams are eliminated. The collected bats will be sent to Washington State University's lab for testing.

Location. The BCT site should be an area protected from the weather (e.g., a tent with side walls is acceptable) that is in close proximity of the practice/competition facility to ease transition from testing to practice/competition. The location should not disrupt the practice or game schedule or permit the involved individuals to observe another team's practice.

Equipment. A bat testing machine and testing supplies will be sent to the tournament director from Dee Abrahamson, NCAA softball equipment consultant. The host must provide a table at least four feet long, two chairs and a copy of the current approved bat list.

Staff. NCAA site representatives will perform bat testing at regional and super regional sites. The UIC or a representative of the NCAA Softball Rules Committee, with assistance from the Division III Softball Committee members, will perform bat testing at the finals site. These individuals may need assistance from the tournament director in shipping machines or disqualified bats once testing is complete.

Championship Packets

Championship packets (see **Appendix AA** for a list of items to be included) with updated information (e.g., assigned practice times) should be distributed before or during the administrative meeting.

Participant Manual

Each host institution shall prepare a site-specific participant manual that includes key information (e.g., practice times, game schedules, hotel contacts, directions, etc.). **Regional hosts shall email the participant manual to the teams assigned to their respective site by 5 p.m. local time Monday, May 6** so that the teams have an opportunity to review the manual before the teleconference Tuesday with the participating teams. For regionals, practice time assignments will be confirmed on the teleconference based on travel distance (i.e., the team that must travel the greatest distance will have first choice of practice times, and the host institution will have last choice of practice times, given that they do not have to travel). Teams that arrive in the locale the evening before the practice day will be considered local (i.e., deemed to have traveled zero miles) when assigning practice times and will select their practice times after teams that travel to the site on the practice day and before the host institution.

Super regional hosts shall email the participant manual to the team traveling to their respective site by 5 p.m. local time Monday, May 13 so that the team has an opportunity to review the manual before the teleconference Tuesday. For the finals site, the tournament director shall email a draft of the participant manual to the NCAA championship manager by May 5. Once the manual is approved, the NCAA championship manager will email the participant manual to each super regional tournament director, who will provide two printed copies (one for the head coach and one for the administrator) to the advancing team following the super regional championship game.

Team Hosts (Finals Only)

The host of the finals site should assign a host or hostess to each participating team to provide a local

contact (e.g., attend games, assist with directions and restaurant recommendations, accompany teams to community service activities, etc.) during the championship.

Teleconferences

Regionals.

The NCAA site representative and tournament director for each regional site will conduct a teleconference with the teams assigned to their respective site. The call should be scheduled at **11 a.m. Eastern time Tuesday, May 7**. (Note: A host in the Pacific time zone may schedule this call later in the day.) Following the online selection show at 1 p.m. Eastern time Monday, May 6, the NCAA staff will email each regional tournament director a memo with the call-in numbers and access codes for the 16 regional sites, as well as the contact information for the teams assigned to each respective site. The tournament director will be responsible for contacting the teams to provide the call-in information and agenda (see **Appendix BB-r**) for the call.

Super Regionals.

The NCAA site representative and tournament director for each super regional site will conduct a teleconference with the teams assigned to their respective site. The call should be scheduled at **noon Eastern time Monday, May 13**. (Note: A host in the Pacific time zone may schedule this call later in the day.) The NCAA representative assigned to the site will provide the call-in number and access code to the tournament director. On Sunday, May 12, NCAA staff will email each super regional tournament director the contact information for the team traveling to his or her site, and the tournament director will be responsible for contacting the team to provide the call-in information and agenda (see **Appendix BB-sr**) for the call.

Finals.

The NCAA championship manager, Division III softball committee members and the tournament director for the finals site will conduct a teleconference with the teams advancing to the finals at **11 a.m. Eastern time Monday, May 20**.

SECTION 23 – Participation Gifts

Mementos

Regionals and Super Regionals.

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

Finals.

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

MainGate will provide participation gifts for each member of the official travel party (25) of the eight teams. For 2018-19, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites. An email providing ordering process details, along with a unique Certificate Code, will be emailed to each head coach

following the championship for the coach to order the selected awards. Participation gifts will be shipped directly to each participating team's campus.

SECTION 24 – Programs

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

Content/Editorial

IMG College Responsibilities.

IMG College staff shall be responsible for all program production, including editorial content, layout and design, advertising and printing.

Host Responsibilities.

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

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

Promotion

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

If you would like this information ahead of time, please contact the NCAA championship manager.

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 Printed Materials

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

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

- Include the NCAA Corporate Champions and Partners imagery

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

All supplemental content is subject to NCAA and IMG College approval.

Questions

If you have any questions, please feel free to contact the NCAA championship manager or Jonathan Stark (jonathan.stark@img.com) at IMG College.

SECTION 25 – Safety and Security Plan

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices located at [http://www.ncaa.org/sites/default/files/Best Practices for Venue Safety and Security](http://www.ncaa.org/sites/default/files/Best%20Practices%20for%20Venue%20Safety%20and%20Security) when developing a safety and security program.

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

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

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

Please submit your final safety and security plan, which should 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 the individual to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

Crowd Control

The tournament director must review crowd control policies with the NCAA site representative (regionals and super regionals) or NCAA championship manager (finals). The tournament director is

responsible for strict enforcement of these policies. (See **Appendix N** for the crowd control statement.)

Distribution of Materials

No person or group may distribute the following materials in the facility or adjacent areas that fall under the control of the facility management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

Prohibited Items

Patrons may not bring the following items into the arena: alcoholic beverages, bottles, cans or containers, cups, firearms, irritants (e.g., noisemakers), laser pointers and strobe lights. The facility may have additional restrictions on items that may not be brought into the arena. The tournament director and facility staff are responsible for enforcing this NCAA policy.

Alcohol. Alcoholic beverages shall not be sold or otherwise made available for public consumption at this championship event, nor shall any such beverages be brought to the site during the championship.

Firearms. Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on the premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide to this policy may subject the individual 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.

Irritants. "Irritants" include such items as oversized flags, banners or signs that may block the view of other patrons. The NCAA site representative is responsible for determining whether a specific item in this category represents an "irritant" to other patrons, whether content on banners is appropriate for all audiences and whether items should be prohibited.

Tobacco. The use of all tobacco products is prohibited by student-athletes and game personnel (e.g., coaches, officials, athletic trainers, managers) during practice sessions and competition, as well as during other championship activities (e.g., banquets, press conferences, postgame interviews, etc.).

Security Personnel

An adequate number of uniformed security (not necessarily uniformed police) must be provided for the team dugouts, team and umpire locker rooms, press conference and working press areas, postgame interview room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee member/site representative will discuss with the tournament director specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament director is responsible for reviewing all credentials with security personnel.

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

Local Spokesperson. The host institution, working with facility management and federal, state, county

and city law-enforcement agencies, shall designate one individual to coordinate security efforts and serve as a local spokesperson during an emergency.

Spectator Photography/Video Cameras

Still cameras are permitted in the venue. At regionals and super regionals, parents and/or friends may videotape only their team's games without signing a consent form or obtaining prior approval from the NCAA. Camcorders must be handheld; no tripods, monopods, or cameras (e.g., GoPro cameras) clipped to the fence are allowed. The videotapes may not be used for any commercial purposes (e.g., video clips could be used for an institutional banquet video, but could not be used for a highlight DVD sold to the public). Parents and fans shall not be permitted to videotape from the videotaping area designated for the participating teams. At the finals, all games will be webcasted and archived on ncaa.com; therefore, videotaping by individuals other than team videographers is not permitted.

SECTION 26 – Site Visit

The NCAA championship manager and the committee chair will conduct a site visit before the championship (finals site only). (Note: A site visit may not be necessary if the championship was held at the site within the past few years.)

Facility Tours. The tournament director should make arrangements for the NCAA championship manager and the committee chair to tour any facilities that will be used during the championship, including the playing facilities, locker rooms, banquet facility, hotel(s), etc.

Hotel. The tournament director should reserve nonsmoking rooms for the NCAA championship manager and the committee chair at the team headquarters hotel, if possible, for one night only. The NCAA will pay for the necessary hotel rooms on the site visit.

Meetings. The tournament director should organize meetings for all individuals associated with the planning of the championship, including the facility manager, hotel manager(s), banquet coordinator, marketing director, etc.

SECTION 27 – Tickets

Tickets

Credentials should be provided only to participating teams, media, NCAA committee/staff and championship event personnel. All other individuals will be expected to purchase tickets for access to the facility.

Printing Tickets

The host will coordinate the printing of tickets.

Ticket Backs

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

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

Coupons. Under no circumstances may a “coupon promotion” be included as part of the ticket or

ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).

Standard Ticket Back Disclaimer Language. See **Appendix DD** for language that must be included on the ticket back.

Ticket Blocks

Drug-Testing Crew. Reserve five seats for members of the drug-testing crew in an area approved by the NCAA. The tournament director should provide credentials for the drug-testing crew that will admit them to the venue and drug-testing site.

Officials. Designate a seating area for the nonworking umpires that is not easily accessible by the public.

Participating Institutions. The tournament director will inform the participating institutions of seating options when they are not playing.

Public. Standing-room-only tickets are not permissible.

Ticket Sales

Any spectator entering the venue must have a ticket regardless of the point in the competition that the spectator arrives. Therefore, a minimum number of ticket windows must remain open until the conclusion of the event.

The NCAA championship manager must approve the type and price of all tickets offered.

Complimentary tickets are not allowed. Admission must be charged. Minimum single-session ticket prices (i.e., day pass; hosts are not expected to clear the venue between games) for regional and super regional competition are: adult – \$10; senior citizen/veteran – \$8; student – \$7; and children under 12 – \$5. Children age 2 and under are admitted free with a paying adult. Multi-day/all-session passes are not recommended for regionals and super regionals.

For the finals, minimum single-session ticket prices (i.e., day pass; hosts are not expected to clear the venue between games) are: adult – \$12; senior citizen/veteran – \$8; student – \$7; and children under 12 – \$5. Minimum all-session ticket prices are: adult – \$35; senior citizen/veteran – \$25; student – \$20; and children under 12 – \$15.

Special Ticket Plans/Group Rates. Any special ticket plans (e.g., local contributor/sponsorship packages) or group rates for ticket sales must be approved in advance by the NCAA staff.

SECTION 28 – Transportation

Participating Institutions

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

policies can be found at <http://www.ncaa.org/championships/travel/championships-travel-information>.

Parking

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

SECTION 29 – Volunteers

Apparel (Finals Only)

Hosts shall work in collaboration with the NCAA championship manager on the selection, ordering and distribution of volunteer apparel. Most apparel items are available in women's styles and sizes. NCAA staff will order volunteer apparel through the NCAA volunteer apparel program. Main Gate and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2018-19 championships.

The championship logo and the licensee's mark will be placed on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2¼ square inches.

The LOC will distribute volunteer apparel during the required volunteer training sessions to ensure each volunteer's commitment.

Goal and Recruitment Process

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; and
- Contribute to the general excitement surrounding the championship.
- Assist the LOC with championship operations.

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

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

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

Recognition

Finals only. Following the championship, the tournament director will be requested to submit a list of key volunteers (maximum of 25 individuals). The NCAA shall prepare a certificate of appreciation for each volunteer included on the list. The certificates can be mailed directly to the volunteers or to the host institution to allow the host to present the certificates at a volunteer recognition event.

Waivers

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



The National Collegiate Athletic Association
proudly recognizes

as a member of the
2019 NCAA Division III Softball Championship
(*City, State*) Regional All-Tournament Team

NCAA Representative

Tournament Director



The National Collegiate Athletic Association
proudly recognizes

as the
2019 NCAA Division III Softball Championship
(City, State) Regional Most Outstanding Player

NCAA Representative

Tournament Director



The National Collegiate Athletic Association
proudly recognizes

as the
2019 NCAA Division III Softball Championship
(City, State) Super Regional Most Outstanding Pitcher

NCAA Representative

Tournament Director



The National Collegiate Athletic Association
proudly recognizes

as the
2019 NCAA Division III Softball Championship
(City, State) Super Regional Most Outstanding Player

NCAA Representative

Tournament Director

ANNOUNCER'S SCRIPT - AWARDS CEREMONY (REGIONALS)

After each elimination game at the regional tournament, awards should be presented to the team that is eliminated. After the regional championship game, the all-tournament team and the Most Outstanding Player should be announced before the presentation of the awards to the second-place team and the recognition of the regional championship team members.

Announcement #1 (before end of each elimination game except the regional championship game)

“Ladies and gentlemen...we invite you to remain seated after this game for the awards ceremony.”

Announcement #2 (at end of each elimination game except the regional championship game)

“We invite you to remain seated for the awards presentation, which will begin shortly. Thank you.”

Announcement #3 (team reminder – if necessary)

“Will the members of the _____ and _____ teams please line up on your baseline for the presentation of awards? Thank you.”

Announcement #4 (introduction of awards)

“Your attention please...we will now present the awards to the _____ (mascot) of _____ (institution) for their participation in the 2019 NCAA Division III Softball Championship. To present the championship awards are NCAA Division III Softball Committee member/NCAA Site Representative _____ and Tournament Director _____.

“Student-athletes, please step forward as your name is read to accept your award. Team members include: (Read student-athletes’ names in order from the awards recipient form. Only student-athletes in uniform – **maximum of 20** – receive participant medallions. If a team has less than 20 student-athletes in uniform, the remaining medallions should be provided to the team administrator after the awards ceremony. Participant medallions will NOT be provided to coaches or other institutional personnel during the awards ceremony.)

“We would also like to recognize the coaches and support staff for _____ (institution).” (Read names of institutional personnel and coaches in order from the awards recipient form. Read the name of the head coach last. The NCAA Committee member/site

representative and tournament director should shake hands with these individuals. Participant medallions will NOT be provided to coaches or other institutional personnel.)

“Congratulations to the _____ (institution and mascot). Let's give all of these outstanding student-athletes a round of applause.”

**REGIONAL CHAMPIONSHIP GAME. ALL-TOURNAMENT TEAM
ANNOUNCEMENT.**

Following the regional championship game, present awards to the regional all-tournament team/Most Outstanding Player FIRST, and then awards to the second-place team, and then awards to the regional champion.

“Ladies and gentlemen, we invite you to remain seated after the championship game for the announcement of the all-tournament team and the awards ceremony.”

Announcement #2 (at end of regional championship game)

“We invite you to remain seated for the awards presentation, which will begin shortly. Thank you.”

Announcement #3 (team reminder – if necessary)

“Will the members of the _____ and _____ teams please line up on your baseline for the presentation of awards? Thank you.”

Announcement #4 (all-tournament team awards)

Ladies and gentlemen, we would now like to introduce the 2019 _____ (city, state)

Regional (e.g., Decorah, Iowa Regional) all-tournament team and the Most Outstanding Player.

Will the following student-athletes please come forward.

At [position], a [year in school] from [institution name], [uniform number] [name].

	Position	Year in School	Institution	Uniform No.	Name
1					
2					
3					
4					
5					
6					
7					
8					
9					
10 MOP					

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

Announcement #5 (team awards)

Second-place team (following regional championship game)

“Your attention please - we will now be presenting the awards for the second-place team and the regional champion for the _____ (city, state) Regional of the 2019 NCAA Division III Softball Championship. To present the championship awards are NCAA Division III Softball Committee member/NCAA Site Representative _____ and Tournament Director _____.

“We will begin with the second-place team, the _____ (mascot) of _____ (institution). Student-athletes, please step forward as your name is read to accept your award. Team members include: (Read student-athletes' names in order from the awards recipient form. Only student-athletes in uniform – **maximum of 20** – receive participant medallions. Participant medallions will NOT be provided to coaches or other institutional personnel during the awards ceremony.)

“We would also like to recognize the coaches and support staff for _____ (institution).” (Read names of institutional personnel and coaches in order from the awards recipient form. Read the name of the head coach last. The NCAA Committee member/site representative and tournament director should shake hands with these individuals. Participant medallions will NOT be provided to coaches or other institutional personnel.)

“Congratulations to the _____ (institution and mascot) for an outstanding season. Let's give all of the student-athletes a round of applause.”

“Now it's time to recognize the 2019 _____ (city, state) Regional champion, the _____ (mascot) of _____ (institution)!

Members of the regional championship team will receive their individual awards either at the super regional next week or the national championship in Tyler, Texas, but we would like to recognize each team member today. Please step forward as your name is read. (Read student-athletes' names in order from the awards recipient form.)

“We would also like to recognize the coaches and support staff for _____ (institution).” (Read names of institutional personnel and coaches in order from the awards recipient form. Read the name of the head coach last.)

“Congratulations to the _____ (institution, mascot) – the _____ (city, state) Regional champion of the 2019 NCAA Division III Softball Championship! Best of luck in the super regional next weekend!

Ladies and gentlemen, thank you for your support of NCAA Division III Softball. Have a safe trip home. Good afternoon.

ANNOUNCER'S SCRIPT - AWARDS CEREMONY (SUPER REGIONALS)

After the championship game at the super regional tournament, the Most Outstanding Pitcher and the Most Outstanding Player should be announced before the presentation of awards to the non-advancing team and the super regional champion.

Announcement #1 (before end of game)

“Ladies and gentlemen...we invite you to remain seated after this game for the awards ceremony.”

Announcement #2 (at end of the elimination game)

“We invite you to remain seated for the awards presentation, which will begin shortly. Thank you.”

Announcement #3 (team reminder – if necessary)

“Will the members of the _____ and _____ teams please line up on your baseline for the presentation of awards? Thank you.”

Announcement #4 (introduction of Most Outstanding Pitcher and Most Outstanding Player awards)

Ladies and gentlemen, we would now like to introduce the 2019 _____ (city, state) Super Regional Most Outstanding Pitcher and Most Outstanding Player. Will the following student-athletes please come forward.

At [position], a [year in school] from [institution name], [uniform number] [name].

	Position	Year in School	Institution	Uniform No.	Name
1 (MOPi)	Pitcher				
2 (MOPi)					

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

Announcement #5 (introduction of participant awards)

“Your attention please...we will now present the awards to the _____ (mascot) of _____ (institution) for their participation in the 2019 NCAA Division III Softball Championship. To present the _____ (city, state) Super Regional awards are NCAA Division III Softball Committee member/NCAA Site Representative _____ and Tournament Director _____.

“Student-athletes, please step forward as your name is read to accept your award. Team members include: (Read student-athletes' names in order from the awards recipient form. Only student-athletes in uniform – **maximum of 20** – receive participant medallions. If a team has less than 20 student-athletes in uniform, the remaining medallions should be provided to the team administrator after the awards ceremony. Participant medallions will NOT be provided to coaches or other institutional personnel during the awards ceremony.)

“We would also like to recognize the coaches and support staff for _____ (institution).” (Read names of institutional personnel and coaches in order from the awards recipient form. Read the name of the head coach last. The NCAA Committee member/site representative and tournament director should shake hands with these individuals. Participant medallions will NOT be provided to coaches or other institutional personnel.)

“Congratulations to the _____ (institution and mascot). Let's give all of these outstanding student-athletes a round of applause.”

“Now it's time to recognize the 2019 _____ (city, state) Super Regional champion, the _____ (mascot) of _____ (institution)!

Members of the super regional championship team will receive their individual awards at the national championship next week in Tyler, Texas, but we would like to recognize each team

member. Please step forward as your name is read. (Read student-athletes' names in order from the awards recipient form.)

“We would also like to recognize the coaches and support staff for _____ (institution).” (Read names of institutional personnel and coaches in order from the awards recipient form. Read the name of the head coach last.)

“Would _____ (read names from awards recipient list) please come forward to accept the team trophy? Congratulations to the _____ (institution, mascot) – the _____ (city, state) Super Regional champion of the 2019 NCAA Division III Softball Championship! Their first game at the national championship in Tyler, Texas will be Thursday, May 23.

Ladies and gentlemen, thank you for your support of NCAA Division III Softball. Have a safe trip home. Good afternoon.

ANNOUNCER'S SCRIPT - AWARDS CEREMONY (FINALS)

After each elimination game at the championship, awards should be presented to the team that is eliminated. After the championship game, the all-tournament team and the Most Outstanding Player should be announced before the presentation of awards to the second-place team and the national champion.

Announcement #1 (before end of each elimination game except the championship game)

“Ladies and gentlemen...we invite you to remain seated after this game for the awards ceremony.”

Announcement #2 (at end of each elimination game except the championship game)

“We invite you to remain seated for the awards presentation which will begin shortly. Thank you.”

Announcement #3 (team reminder – if necessary)

“Will the members of the _____ and _____ teams please line up on your baseline for the presentation of awards? Thank you.”

Announcement #4 (introduction of awards)

7th Place (first two teams eliminated from the national championship)

“Your attention please...we will now be presenting the awards to the _____ (mascot) of _____ (institution), the champion of the _____ (city, state) Super Regional (e.g., Decorah, Iowa Super Regional) of the 2019 NCAA Division III Softball Championship. To present the championship awards are _____ from _____, the chair of the _____ region, and Jan Gentry, NCAA Associate Director of Championships.

“Team members, please step forward as your name is read to accept your trophy. (Read student-athletes’ names in order from the award recipient form, with seniors announced last. A game ball used in championship competition should be provided to each senior during the awards ceremony. After the student-athletes have been announced, read the names of the other institutional personnel and coaches, with the head coach announced last.)

“Congratulations to _____ (institution), the 2019 _____ (city, state) Super Regional champion, on your seventh-place finish in the 2019 NCAA Division III Softball Championship. Let's give all of these outstanding student-athletes a round of applause.”

Announcement #4 (introduction of awards)

5th Place (third and fourth teams eliminated from the national championship)

“Your attention please...we will now be presenting the awards to the _____ (mascot) of _____ (institution), the champion of the _____ (city, state) Super Regional of the 2019 NCAA Division III Softball Championship. To present the championship awards are _____ from _____, the chair of the _____ region, and Jan Gentry, NCAA Associate Director of Championships.

“Team members, please step forward as your name is read to accept your trophy. (Read student-athletes' names in order from the award recipient form, with seniors announced last. A game ball used in championship competition should be provided to each senior during the awards ceremony. After the student-athletes have been announced, read the names of the other institutional personnel and coaches, with the head coach announced last.)

“Congratulations to _____ (institution), the 2019 _____ (city, state) Super Regional champion, on your fifth-place finish in the 2019 NCAA Division III Softball Championship. Let's give all of these outstanding student-athletes a round of applause.”

Announcement #4 (introduction of awards)

Fourth Place/Third Place

“Your attention please...we will now be presenting the awards to the _____ (mascot) of _____ (institution) for their (fourth/third) place finish in the 2019

NCAA Division III Softball Championship. To present the championship awards are _____ from _____, the chair of the _____ region, and Jan Gentry, NCAA Associate Director of Championships.

“Team members, please step forward as your name is read to accept your trophy. (Read student-athletes’ names in order from the award recipient form, with seniors announced last. A game ball used in championship competition should be provided to each senior during the awards ceremony. After the student-athletes have been announced, read the names of the other institutional personnel and coaches, with the head coach announced last.)

“Congratulations to _____ (institution), the 2019 _____ (city, state) Super Regional champion on your (fourth/third-place) finish at the 2019 NCAA Division III Softball Championship. Let's give all of these outstanding student-athletes a round of applause.”

CHAMPIONSHIP GAME. ALL-TOURNAMENT TEAM ANNOUNCEMENT.

Following the championship game, announce the all-tournament team and the Most Outstanding Player before the presentation of awards to the second-place team and the national champion.

Announcement #1 (before end of championship game)

“Ladies and gentlemen, we invite you to remain seated after the championship game for the announcement of the all-tournament team and the awards ceremony.”

Announcement #2 (at end of championship game)

“We invite you to remain seated for the awards presentation which will begin shortly. Thank you.”

Announcement #3 (team reminder – if necessary)

“Will the members of the _____ and _____ teams please line up on your baseline for the presentation of awards? Thank you.”

Announcement #4 (introduction of all-tournament team and most outstanding player awards)

Ladies and gentlemen, we would now like to introduce the all-tournament team and the Most Outstanding Player for the 2019 NCAA Division III Softball Championship. Will the following student-athletes please come forward.

At [position], a [year in school] from [institution name], [uniform number] [name].

	Position	Year in School	Institution	Uniform No.	Name
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13 MOP					

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

Announcement #5 (introduction of team awards)

Second-place team (following championship match)

“Your attention please - we will now be presenting the awards for the second-place team and the national champion for the 2019 NCAA Division III Softball Championship. To present the championship awards are _____ from _____, the chair of the _____ region, _____ from

_____, the chair of the _____ region and Jan Gentry, NCAA Associate Director of Championships.

“We will begin with the second-place team, the _____ (mascot) of _____ (institution). Team members include: (Read student-athletes' names in order from the award recipient form, with seniors announced last. A game ball used in championship competition should be provided to each senior during the awards ceremony. After the student-athletes have been announced, read the names of the other institutional personnel and coaches, with the head coach announced last.)

Fans, let's have a round of applause for _____ (institution), the 2019 _____ (city, state) Super Regional champion and this year's national runner-up.”

“Now it's time to recognize the 2019 NCAA Division III Softball national champions, the _____ (mascot) of _____ (institution)!”

“Team members include: (Read student-athletes' names in order from the award recipient form, with seniors announced last. After the student-athletes have been announced, read the names of the other institutional personnel and coaches, with the head coach announced last.)

“Will _____ (individuals designated on the awards recipient form) please come forward to accept the team trophy?”

“Congratulations to the _____ (institution, mascot) – the 2019 NCAA Division III Softball national champions!”

Ladies and gentlemen, thank you for your support of NCAA Division III Softball. Have a safe trip home. Good afternoon.

GUIDELINES FOR FIELD MAINTENANCE

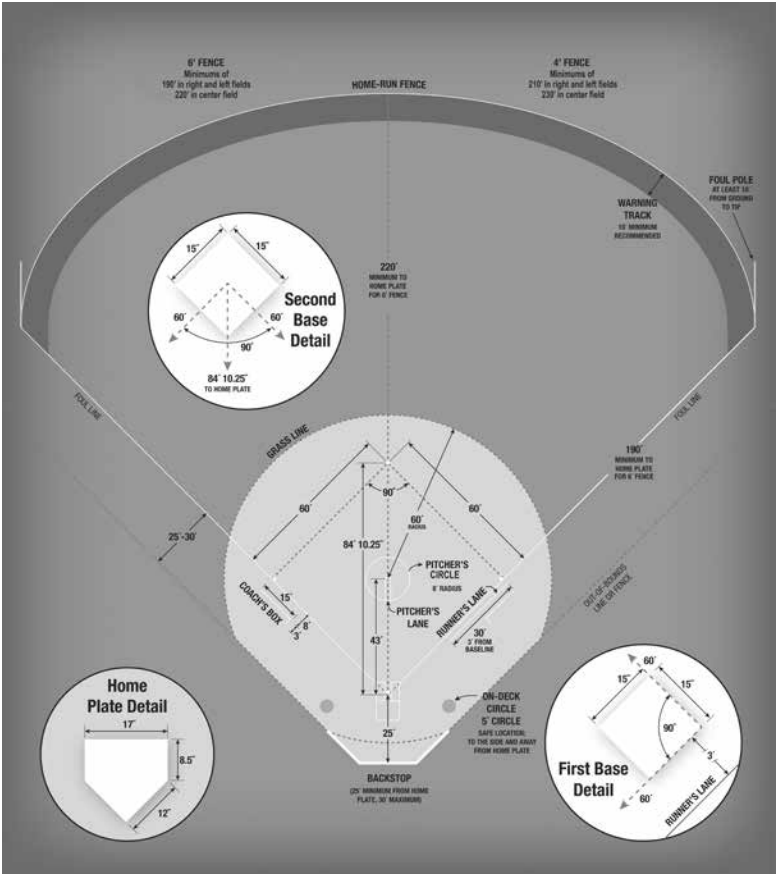
The outfield grass should be mowed as needed throughout the course of the championship. Foul lines should be marked on the game field on practice day for all teams. At the finals site, the NCAA logo should be repainted, as needed, with ample time for the paint to dry. Between games, arrange for necessary field maintenance as follows:

- _____ 1. Drag infields;
- _____ 2. Level out batter's boxes and pitcher's area;
- _____ 3. Water batter's boxes, pitcher's area and infield if necessary;
- _____ 4. Re-mark batter's boxes, lines and pitcher's lane after the eight-minute pregame practice is completed and as needed;
- _____ 5. Rake to improve field of play after the eight-minute pregame practice is completed and as needed;
- _____ 6. Clean/spray bases after each game; and
- _____ 7. Be prepared to tarp field with adequate number of personnel on site.

Note: A field maintenance team member must be available during each game to promptly handle any field-related situations that may occur during competition.

* The field maintenance supervisor may not be a coach of a participating institution.

Softball Field Specifications



Field-marking lines must be drawn.



A G E N D A

National Collegiate Athletic Association
2019 Division III Softball Championship
Administrative Meeting Agenda

1. NCAA committee member/site representative.
 - a. Congratulate teams and introduce games committee.
 - b. Circulate sign-in sheet for coaches and administrators and collect awards recipient forms. [Confirm that all coaches submitted a credential list to the NCAA championship manager and the tournament director by 5 p.m. Eastern time Wednesday prior to competition.]
 - c. Review official squad size (20 players in uniform) and number of individuals permitted in the dugout (30, including a maximum of 20 student-athletes in uniform and 10 additional institutional personnel).
 - d. Review pregame format (**Appendix Q** in the host operations manual). Emphasize pregame warm-up areas and procedures. Teams may warm up in the outfield (e.g., stretch, throw softballs) while the infield is being prepared. After the infield has been dragged/raked, teams may use the infield area in foul territory only for ground balls once all field preparation is completed. Address use of batting cages and bullpens during tournament competition.
 - e. Review videotaping procedures and designated videotaping area(s). Teams may videotape only their own games.
 - f. Review music policy. Note content of warm-up CDs/iPod playlists must be appropriate for all audiences and approved by the games committee. Teams must provide lyrics printed from the Internet of all songs included in their warm-up music to the site representative/NCAA committee member the day before competition.
 - g. Review awards ceremony protocol.
 - h. Review postgame media procedures (e.g., following 10-minute cooling-off period, location of holding areas, winning team interviewed first after each game until the championship game, and then losing team interviewed first).
 - i. Review rain delay procedures and inclement weather guidelines (**Appendix R**).
 - j. Review umpire evaluation forms (**Appendix X**).

- k. Confirm home and visiting teams for games on first day of competition and review determination of home team procedures (**Appendix P**). Home team chooses uniform color. Visiting team must choose jersey of contrasting color. Teams should bring both sets of uniforms to the field.
 - l. Review uniform logo policy (NCAA Bylaw 12.5.3).
 - m. Review banners and noisemakers policies.
 - n. Review alcohol and tobacco policies.
 - o. Review misconduct provisions (**Appendix L**). Read key points of misconduct statement.
 - p. Read NCAA championship drug testing statement (**Appendix K**).
 - q. Distribute participants' credentials if not already provided to teams (maximum of 25 participant credentials and maximum of five bench passes, two of which must be for medical personnel).
2. Tournament director.
- a. Review schedule of events.
 - b. Review diagram of facility, including warm-up areas, and note special field considerations.
 - c. Review parking arrangements and distribute parking passes, if applicable.
 - d. Provide phone number for inclement weather updates.
 - e. Review severe weather emergency action plan.
 - f. Review plan for laundry service for advancing teams.
3. Host sports information director.
- a. Review postgame interview procedures.
 - b. Review the statistics that will be available after each game.
 - c. Provide press box phone number.

4. Host athletic trainer.
 - a. Availability of athletic trainers and facilities.
 - b. Review medical procedures.
 - c. Review drug-testing procedures, if testing does occur.
5. Umpire crew chief/Umpire-in-chief.
 - a. Review rules of play modifications.
 - b. Team lineups are official when given to the umpire; lineups should be given to the scorer 20 minutes before game time.
 - c. Review protest procedures. (Rule 7.2 on pages 57-60 in the 2018 and 2019 NCAA Softball Rules Book.)
6. NCAA Softball Secretary-Rules Editor or NCAA committee member/site representative.
 - a. Review process for bat barrel compression testing.
 - b. Review process to select bats for compliance testing.

Site: _____

APPENDIX H

2019 NCAA DIVISION III SOFTBALL REGIONAL CHAMPIONSHIP

Administrative Meeting

Institution	Head Coach	Cell Phone	Administrator	Title	Cell Phone

Please return this form to the NCAA championship manager following the regional championship.

Site: _____

APPENDIX I

2019 NCAA DIVISION III SOFTBALL SUPER REGIONAL CHAMPIONSHIP

Administrative Meeting

Institution	Head Coach	Cell Phone	Administrator	Title	Cell Phone

Please return this form to the NCAA championship manager following the super regional championship.



NCAA Championship Drug-Testing Statement

[This statement must be read at every pre-championship meeting.]

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

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

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

MISCONDUCT

Per NCAA Bylaw 31.02.3, misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics.

Criticism of Officials. Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of NCAA Bylaw 31.1.8.

Coaches Meeting. Each games committee shall hold a pre-tournament meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

Hearing Opportunity. An act of misconduct may be found upon an administrative hearing granted to the student-athlete or the institutional representative involved by the governing sports committee or the games committee authorized to act for it.

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

Penalty for Misconduct. In accordance with NCAA Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice:

1. Public or private reprimand of the individual;
2. Disqualification of the individual from further participation in the NCAA championship involved;
3. Banishment of the individual from participating in one or more subsequent championships of the sport involved;
4. Cancellation of all or a portion of payment to the institution of the Association's transportation and/or per diem allowance for the individuals involved;
5. Withholding of all or a portion of the institution's share of revenue distribution;
6. Banishment of the institution from participation in one or more subsequent championships in which its team in that sport otherwise would be eligible to participate;
7. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
8. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
9. Financial or other penalties different from Nos. 1 through 8, but only if they have prior approval of the NCAA Division III Championships Committee.

Ban From Subsequent Championship. When a student-athlete or institutional representative is banned from participation in a subsequent championship, such penalty shall be applied to the next tournament(s) in which the individual's team is involved and the individual otherwise is eligible to participate. In the case of an individual event, the penalty shall be applied to the next meet(s) or tournament(s) for which the individual qualified and otherwise is eligible to participate.

Review of Action. Any action related to misconduct may be reviewed by the governing sports committee upon request of any institution participating in the championship.

ANNOUNCER'S INSTRUCTIONS**Pregame Protocol**

1. Welcome.
2. Introduction of teams:
 - a. Mascot;
 - b. Regional affiliation;
 - c. Overall won-lost record;
 - d. City and state where institution is located; and
 - e. Number of NCAA championship appearances.
3. Introduction of teams (visiting team first):
 - a. Nonstarters in numerical order;
 - b. Starters in batting order;
 - c. Support staff; and
 - d. Coaching staff (head coach last).
4. Introduction of umpires for the game by position (umpires will stand behind home plate).
5. National anthem (only for the first game of each session). Teams and umpires will turn to face the flag, wherever it is. The anthem should be introduced as follows: "Ladies and gentlemen, please rise to honor America and those who support our freedom at home and abroad for the playing/singing of our national anthem." (Note: if a moment of silence is approved by the NCAA, it should be observed before the anthem.)

End-of-Half-Inning Announcements

After each half inning, the information below will be announced. The committee suggests developing a prepared script.

1. Number of runs, number of hits, number of errors and number of players left on base.
2. After "X" number of innings, the score is "Y to Z." ["Zero" should be used instead of "nothing."]
3. And, now, coming to bat for "name of institution" is "position and name of batter."

End-of-Sixth Inning and During Seventh Inning Announcements

The following "Cooling-Off Period Announcement" should be read. "Ladies and Gentlemen, just a reminder that following the end of this game, we will be presenting awards (if applicable), and then the games committee will be taking each team to its 10-minute cool-down area. We ask parents and fans of

both teams to allow the teams to proceed directly to the cool-down area immediately following the game. Thank you for your cooperation.”

End of Competition Announcements

Announce game pairings and times for the next session. [“Elimination bracket” should be used instead of “loser’s bracket,” and “losing pitcher” should be used instead of “loser.”]

Awards Ceremonies

See awards ceremony scripts for regionals (**Appendix C-r**), super regionals (**Appendix C-sr**) and finals (**Appendix D**).

Announcement for Foul Balls

Please return all foul balls to the NCAA Division III Softball Committee, located _____.

No Alcohol or Smoking/Tobacco Announcement

Ladies and gentlemen, as a reminder, alcoholic beverages, smoking and the use of any other tobacco products are not permitted at _____ (name of park) during the 2019 NCAA Division III Softball Championship. Thank you for your cooperation.

CROWD CONTROL STATEMENT

(TO BE READ BY PUBLIC ADDRESS ANNOUNCER
AT THE BEGINNING OF EACH SESSION)

"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, sexist or homophobic comments or actions; 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 and the use of tobacco products by participants or any other individuals is prohibited at the competition venue during competition and other championship activities."

"Please be alert for batted or thrown balls which may cause injury or damage to personal property to not only participants but also to spectators. The NCAA and (home institution) thank you for your cooperation."



A G E N D A

National Collegiate Athletic Association
2019 Division III Softball Championship
Games Committee Meeting Agenda

1. Review schedule of all activities.
 - a. Practices.
 - b. Games.
 - c. Meetings.
2. Review guidelines regarding the length and schedule of games.
3. Check to make sure all items that were shipped to the site arrived.
 - a. Umpire patches and hats.
 - b. NCAA signage.
 - c. Merchandise.
 - d. Game balls from Rawlings.
 - e. Awards.
 - f. Student-athlete patches (finals site only).
 - g. Locker Room hats and T-shirts for the champions (finals site only).
4. Review responsibilities for key personnel:
 - a. Sports information director.
 - (1) Statistician to complete Stat Crew file.
 - (2) Media arrangements (postgame interview procedures).
 - (3) Reporting of scores.
 - (4) Video footage for championship banquet video at finals site (super regional sites only).
 - b. Head athletic trainer.

- (1) Schedule of availability.
 - (2) Supplies.
 - (3) Medical procedures.
 - (4) Drug testing procedures.
- c. Security.
- (1) Arrangements for uniformed security personnel.
 - (2) Crowd control statement available for announcer.
 - (3) Security measures for facility.
- d. Umpires (**Appendixes X, Y and Z** in the host operations manual).
- (1) Arrival times.
 - (2) Assignments.
 - (3) Review of expense reimbursement procedures (ArbiterPay).
- e. Announcer (**Appendixes C, D, M and N**).
- (1) Scripts for team introductions, awards ceremonies and all-tournament team.
 - (2) Crowd control statement.
 - (3) PA announcements provided by the NCAA.
 - (4) Meet with representative of each team to review name pronunciations.
- f. Weather-safety person and weather procedures.
- (1) Register for Telvent/DTN lightning and weather monitoring system (site representative should be added to list to receive weather alerts).
 - (2) Phone number for local meteorologist.
 - (3) Severe weather emergency action plan.

5. Review championship packet materials (**Appendix AA**).
6. Review pregame format (**Appendix Q**).
7. Review agenda for the administrative meeting (**Appendix G**) and the umpires meeting (**Appendix Y**).
8. Inspect the facility.
 - a. Ground rules.
 - b. Placement of personnel at the scorer's table.
 - c. Dressing area(s) for umpires.
 - d. Designated videotaping area.
 - e. Dugouts, bullpens and tarp.
 - f. Postgame press conference area.
 - g. Location of merchandise, concessions and restroom areas.
 - h. Hospitality area(s).
 - i. Measure pitching distance and baselines on game field and warm-up areas.
 - j. Check fencing.
 - k. Check amount of time needed for field preparation.

Home Team Determination for Four-team Regional Tournament

For the first two games of the championship, the home team is the higher seed.

Games 3, 4 and 5 - Home team is determined by the following formula:

1. Institution that has been home team the fewest times.
2. If two teams have been home team an equal number of times but visiting team an unequal number of times, the team that has been the visitor most often shall be the home team.
3. If two teams have been both home team and visiting team an equal number of times, and if the two teams previously met, the visitor in the initial game shall be the home team in the second game.
4. If two teams have been both home team and visiting team an equal number of times, the team that was the visitor in its preceding game shall be the home team, unless both teams were the visitor in their preceding games.
5. If the preceding formula does not prevail, the home team shall be determined by a coin toss.
Double Flip Procedure - refer to Host Operations Manual

Game 6 - The team that is 2-0 is designated as home team.

Game 7 - Opposite of Game 6.

HOME TEAM: Occupy 3B dugout, take infield first, bat last. Will have the choice of uniform jersey color.
VISITING TEAM: Occupy 1B dugout, take infield last, bat first. Must wear contrasting color jersey than home team.

Game 1:	Friday, Time:	Teams	Higher Seed=Home	Uniforms
	No. 1 Seed		Home	Chooses Uniform Color:
	No. 4 Seed		Visitor	Uniform Color:

Game 2:	Friday, Time:	Teams	Higher Seed=Home	Uniforms
	No. 2 Seed		Home	Chooses Uniform Color:
	No. 3 Seed		Visitor	Uniform Color:

Game 3:	Saturday, Time:	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
	Winner Game 1		H or V	No. of times home:	No. of times visitor:	
	Winner Game 2		H or V	No. of times home:	No. of times visitor:	
			(circle H or V)			

Game 4:	Saturday, Time:	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
	Loser Game 1		H or V	No. of times home:	No. of times visitor:	
	Loser Game 2		H or V	No. of times home:	No. of times visitor:	

Game 5:	Saturday, Time:	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
	Winner Game 4		H or V	No. of times home:	No. of times visitor:	
	Loser Game 3		H or V	No. of times home:	No. of times visitor:	

Game 6:	Sunday, Time:	Teams	Home/Visitor for Game	Uniforms
	Winner Game 3		Home	Chooses Uniform Color:
	Winner Game 5		Visitor	Uniform Color:

Game 7:	Sunday, Time:	Teams	Home/Visitor for Game	Uniforms
(If nec game)	Winner Game 5		Home	Chooses Uniform Color:
	Winner Game 3		Visitor	Uniform Color:

Seed	Team	Color of Uniforms	No. of times Home	No. of times Visitor	Head Coach	Cell Phone	Notes:
1			I				For "No. of Times Home/Visitor" columns, use tally marks.
2			I				
3				I			For Games 3 through 5: Indicate H or V for the two teams playing in that specific game.
4				I			

Seed	Team	Game 1	Game 2	Game 3	Game 4	Game 5	Game 6	Game 7
1		H						
2			H					
3			V					
4		V						

Home Team Determination for Three-team Regional Tournament

Game 1: No. 2 seed is home team.
 Game 2: No. 3 seed is home team.
 Game 3: No. 1 seed is home team.

If two teams remain:

Game 4: The team that is undefeated is designated as home team.
 Game 5: Opposite of Game 4.

If three teams remain:

Game 4: Opposite of Game 1 (No. 3 seed is designated home team / No. 2 seed is designated visitor).

Game 5: If No. 3 seed wins Game 4, then opposite of Game 2 (No. 1 seed is home / No. 3 seed is visitor). If No. 2 seed wins Game 4, then opposite of Game 3 (No. 2 seed is home / No. 1 seed is visitor).

HOME TEAM: Occupy 3B dugout, take infield first, bat last. Will have the choice of uniform jersey color.
 VISITING TEAM: Occupy 1B dugout, take infield last, bat first. Must wear contrasting color jersey than home team.

Game 1:	Friday, Time:	Teams	Home/Visitor for Game	Uniforms	
	No. 2 Seed		Home	Chooses Uniform Color:	
	No. 3 Seed		Visitor	Uniform Color:	

Game 2:	Friday, Time:	Teams	Home/Visitor for Game	Uniforms	
	No. 1 Seed		Visitor	Uniform Color:	
	No. 3 Seed		Home	Chooses Uniform Color:	

Game 3:	Saturday, Time:	Teams	Home/Visitor for Game	Uniforms	
	No. 1 Seed		Home	Chooses Uniform Color:	
	No. 2 Seed		Visitor	Uniform Color:	

Game 4:	Saturday, Time:	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
			H or V	No. of times home:	No. of times visitor:	
			H or V	No. of times home:	No. of times visitor:	

(circle H or V)

Game 5:	Sunday, Time:	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
			H or V	No. of times home:	No. of times visitor:	
			H or V	No. of times home:	No. of times visitor:	

Seed	Team	Color of Uniforms	No. of Times Home	No. of Times Visitor	Head Coach	Cell Phone	Notes:
1							For "No. of times Home/Visitor" columns, use tally marks. For Games 4 and 5: Indicate H or V for the two teams playing in that specific game.
2							
3							

Seed	Team	Game 1	Game 2	Game 3	Game 4	Game 5
1			V	H		
2		H		V		
3		V	H			

Home Team Determination for Two-Team Best-of-Three Super Regional Tournament

Game 1: Higher seeded team will be home team. Seeding will be determined after regional tournaments.

Game 2: Opposite of Game 1.

Game 3: Double coin flip procedure - refer to Host Operations Manual.

HOME TEAM: Occupy 3B dugout, take infield first, bat last. Will have the choice of uniform jersey color.

VISITING TEAM: Occupy 1B dugout, take infield last, bat first. Must wear contrasting color jersey than home team.

Game 1:	Friday, Time:	Teams	Higher Seed=Home	Uniforms	
	No. 1 Seed		Home	Chooses Uniform Color:	
	No. 2 Seed		Visitor	Uniform Color:	

Game 2:	Friday, Time:	Teams	Home/Visitor for Game	Uniforms	
	No. 2 Seed		Home	Chooses Uniform Color:	
	No. 1 Seed		Visitor	Uniform Color:	

Game 3:	Saturday, Time:	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
	TBD		H or V	No. of times home:	No. of times visitor:	
	TBD		H or V	No. of times home:	No. of times visitor:	

(circle H or V)

Seed	Color of Uniforms	No. of Times Home	No. of Times Visitor	Head Coach	Cell Phone	Notes:
1						For "No. of Times Home/Visitor" columns, use tally marks.
2						For Game 3: Indicate H or V for the two teams playing in that specific game.

Seed	Game 1	Game 2	Game 3
1	H	V	
2	V	H	

Home Team Determination for Eight Team Championship Finals

For the first four games of the championship, the home team is the higher seed.

Games 5-10 - Home team is determined by the following formula:

1. Institution that has been home team the fewest times.
2. If two teams have been home team an equal number of times but visiting team an unequal number of times, the team that has been the visitor most often shall be the home team.
3. If two teams have been both home team and visiting team an equal number of times, and if the two teams previously met, the visitor in the initial game shall be the home team in the second game.
4. If two teams have been both home team and visiting team an equal number of times, the team that was the visitor in its preceding game shall be the home team, unless both teams were the visitor in their preceding games.
5. If the preceding formula does not prevail, the home team shall be determined by a coin toss.
Double Flip Procedure - refer to Host Operations Manual.

Games 11 and 12: Teams that are 2-0 in the tournament will be home team.

Games 13 and 14: Opposite of Games 11 and 12.

Championship Series (Games 15-17):

Game 1: Double coin flip procedure.

Game 2: Opposite of Game 1.

Game 3: Double coin flip procedure.

HOME TEAM: Occupy 3B dugout, take infield first, bat last. Will have the choice of uniform jersey color.

VISITING TEAM: Occupy 1B dugout, take infield last, bat first. Must wear contrasting color jersey than home team.

Game 1:	Thursday, 11 a.m.	Teams	Higher Seed=Home	Uniforms	
	No. 1 Seed		Home	Chooses Uniform Color:	
	No. 8 Seed		Visitors	Uniform Color:	

Game 2:	Thursday, 1:30 p.m.	Teams	Higher Seed=Home	Uniforms	
	No. 4 Seed		Home	Chooses Uniform Color:	
	No. 5 Seed		Visitors	Uniform Color:	

Game 3:	Thursday, 4 p.m.	Teams	Higher Seed=Home	Uniforms	
	No. 2 Seed		Home	Chooses Uniform Color:	
	No. 7 Seed		Visitors	Uniform Color:	

Game 4:	Thursday, 6:30 p.m.	Teams	Higher Seed=Home	Uniforms	
	No. 3 Seed		Home	Chooses Uniform Color:	
	No. 6 Seed		Visitors	Uniform Color:	

Game 5:	Friday, 11 a.m.	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
	Loser Game 1:		H or V	No. of times home:	No. of times visitor:	
	Loser Game 2:		H or V	No. of times home:	No. of times visitor:	

(circle H or V)

Game 6:	Friday, 1:30 p.m.	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
	Loser Game 3:		H or V	No. of times home:	No. of times visitor:	
	Loser Game 4:		H or V	No. of times home:	No. of times visitor:	

Game 7:	Friday, 4:30 p.m.	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
	Winner Game 3:		H or V	No. of times home:	No. of times visitor:	
	Winner Game 4:		H or V	No. of times home:	No. of times visitor:	

Game 8:	Friday, 7 p.m.	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
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Winner Game 1:		H or V	No. of times home:	No. of times visitor:	
Winner Game 2:		H or V	No. of times home:	No. of times visitor:	

Game 9:	Saturday, 1 p.m.	Teams	Home/Visitor for Game	Determination of Home/Visitor	Uniform Color
	Winner Game 5:		H or V	No. of times home:	No. of times visitor:
	Loser Game 7:		H or V	No. of times home:	No. of times visitor:

Game 10:	Saturday, 3:30 p.m.	Teams	Home/Visitor for Game	Determination of Home/Visitor	Uniform Color
	Winner Game 6:		H or V	No. of times home:	No. of times visitor:
	Loser Game 8:		H or V	No. of times home:	No. of times visitor:

Game 11:	Sunday, noon	Teams	Home/Visitor for Game	Uniforms	
	Winner Game 8:		Home	Chooses Uniform Color:	
	Winner Game 9:		Visitor	Uniform Color:	

Game 12:	Sunday, 2:30 p.m.	Teams	Home/Visitor for Game	Uniforms	
	Winner Game 7:		Home	Chooses Uniform Color:	
	Winner Game 10:		Visitor	Uniform Color:	

Game 13:	Sunday, 5:30 p.m.	Teams	Home/Visitor for Game	Uniforms	
if necessary	Winner Game 9:		Home	Chooses Uniform Color:	
	Winner Game 8:		Visitor	Uniform Color:	

Note: If only one "if necessary" game is needed, it will be played 45 minutes following Game 12.

Game 14:	Sunday, 8 p.m.	Teams	Home/Visitor for Game	Uniforms	
if necessary	Winner Game 10:		Home	Chooses Uniform Color:	
	Winner Game 7:		Visitor	Uniform Color:	

Game 15:	Monday, 1 p.m.	Teams	Home/Visitor for Game	Uniforms	
			Home	Chooses Uniform Color:	
			Visitor	Uniform Color:	

Game 16:	Monday, 3:30 p.m.	Teams	Home/Visitor for Game	Uniforms	
			Home	Chooses Uniform Color:	
			Visitor	Uniform Color:	

Game 17:	Tuesday, 11 a.m.	Teams	Home/Visitor for Game	Uniforms	
if necessary			Home	Chooses Uniform Color:	
			Visitor	Uniform Color:	

Seed	Team	Color of Uniforms	No. of Times Home	No. of Times Visitor	Head Coach	Cell Phone	Notes:
1							For "No. of Times Home/Visitor" columns, use tally marks.
2							
3							
4							For Games 5 through 15: Indicate H or V for the two teams playing in that specific game.
5							
6							
7							
8							

[illegible]

PREGAME FORMAT

<u>Minutes Prior to Game</u>	<u>Activity</u>
45:00	Teams may access dugouts and throw in the outfield while the grounds crew completes field preparation. (Before the first game of the day, teams may access dugouts 90 minutes before the start of the game but may not access the field until 45 minutes before the start of the game.)
26:00	Announce one minute to infield.
25:00	Home team takes infield (home team will occupy third base dugout).
18:00	Give one-minute warning to home team.
17:00	Give one-minute warning to visiting team. (NEW in 2019)
16:00	Visiting team takes infield.
9:00	Give one-minute warning.
8:00	Umpires and coaches meet at home plate for pregame meeting.
5:00	<p>Introductions.</p> <ol style="list-style-type: none"> 1. Visiting team (lines up on baseline in front of first base dugout when announced, facing dugout; first player lines up nearest home plate, and head coach lines up nearest first base). <ol style="list-style-type: none"> a. Nonstarters in numerical order; b. Starters in batting order; c. Support staff; and d. Coaching staff (head coach last). 2. Home team (lines up on baseline in front of third base dugout when announced, facing dugout; first player lines up nearest home plate, and head coach lines up nearest third base). <ol style="list-style-type: none"> a. Nonstarters in numerical order; b. Starters in batting order; c. Support staff; and d. Coaching staff (head coach last). 3. Introduction of umpires (stand at home plate). 4. National anthem (teams should face the flag, if there is one); national anthem will be sung or played only for first

game of each session. (Note: If a moment of silence is approved, it should be observed before the anthem.)

0:00 Game start. Games will not start early, but may begin late. The eight-minute warm-up will begin approximately 10 minutes after the previous game. The game time will be approximately 35 minutes after the conclusion of the previous game. If there is inclement weather or unforeseen circumstances, introductions may be reduced or eliminated.

SHORTENED PREGAME FORMAT

The format below should be used when games are behind schedule due to inclement weather, extra-inning games, etc.

<u>Minutes Prior to Game</u>	<u>Activity</u>
12:00	Announce one minute to infield.
11:00	Eight minutes shared infield.
4:00	Give one-minute warning.
3:00	Umpires and coaches meet at home plate for pregame meeting.
0:00	Introductions may be reduced or eliminated if there is inclement weather or unforeseen circumstances.

WEATHER DELAY POLICIES

The NCAA Division III Softball Committee reserves the right to revise the game schedule due to 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 play has been suspended for 45 minutes and teams have remained on site, each team will have a 20-minute warm-up period prior to resuming play.
4. If play has been suspended for one hour or more and teams have remained on site, the NCAA representative will provide a 15-minute notification prior to the warm-up period, and then each team will have 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 NCAA representative will provide a 30-minute notification prior to the warm-up period, and then each team will have a 30-minute warm-up period prior to resuming play. [Note: Notification time may be extended due to extenuating circumstances (e.g., travel from the hotel etc.). However, no less than a 30-minute notification shall be provided prior to starting the warm-up period.]

During warm-up periods, shared infield time will be provided if field conditions permit. Teams will not receive individual eight minute warm-up periods.

MEDIA CHECKLIST

1. Pretournament Publicity.
 - a. Review the pre-championship manual/championship host operations manual.
 - b. Ticket information.
 - c. Press release highlighting participating teams.
2. Media Credentials.
 - a. Online credentialing system.
 - b. Distribution.
3. Lodging Recommendations (media should be able to receive team room rate).
4. Facility Communications.
 - a. Wireless Internet access.
 - b. Electrical outlets.
5. Media Accommodations at Facility.
 - a. Seating.
 - (1) Seating arrangements (print, radio, TV).
 - (2) Field access/restrictions.
 - b. Working press area, if necessary.
 - (1) Equipment.
 - (2) General office supplies.
 - c. Hospitality.
 - (1) Location.
 - (2) Hours of availability.
 - d. Cool-down areas.
 - (1) Areas needed for cooling-off period for both visiting and home teams away from the postgame interview room/area.
 - (2) Areas shall be designated and roped off or tented.
 - e. Interview room or area.
 - (1) Microphones.
 - (2) Elevated podium and table skirting.
 - (3) Chairs.
 - (4) Table.
 - (5) Table tents with name and institutional logo of coaches/student-athletes interviewed.

- (6) Must be away from the cool-down areas.
 - f. Results/statistics compilation areas.
 - (1) Equipment.
 - (2) Paper.
 - (3) Backup services.
 - g. Parking.
6. Interviews.
- a. Press conferences.
 - (1) Prechampionship, if applicable.
 - (2) Postgame.
 - (3) Ensure questions are asked of participating student-athletes.
 - (4) The host institution should videotape each press conference and post links to the videos on the host institution's championship website.
 - b. Locker room policy.
7. Postgame Responsibilities. (Include this section of information in the championship packet for the coaches.)
- a. After the awards presentation following each elimination game, the assigned media coordinator (or the committee member assigned as the liaison to the team) will escort the coaching staff and student-athletes to the designated cool-down area for the 10-minute cooling-off period. This area is ONLY for coaching staff and team members. The media coordinator will stay with his or her respective team in the cool-down area during the cooling-off period and then escort the coach and selected players to the interview area.
 - b. Coaches and team members shall not become available to selected media interviews prior to the conclusion of the cooling-off period.
 - c. At the end of the cooling-off period, the media coordinator (or the committee member assigned as the liaison to the team) will escort the winning head coach and requested student-athletes to the interview area, and then the losing head coach and student-athletes after the winning coach and student-athletes leave the interview area.
 - d. It is important to get the winning head coach and student-athletes to the postgame interview area quickly after the cooling-off period has ended.
 - e. After fulfilling the commitment to the press staffing the championship, the head coaches may participate in special interviews.
 - f. Sports information representatives should obtain names of student-athletes requested for the press conference and give those names to the moderators to prepare for the teams.
 - g. During the press conference, the media coordinator will be responsible for conducting the interview in accordance with the NCAA media regulations.

8. Personnel.

- a. Press conference moderator.
- b. Press conference escorts (assigned committee liaisons).
- c. Statisticians.
- d. Runners.
- e. Security.

9. Meetings.

- a. Host SID should attend the administrative meeting.
- b. Team SIDs.

10. Publications.

- a. Digital programs.
- b. Team media guides and statistics.
- c. Press packets.

11. Reporting of Scores and Statistics.

- a. Scores. You, or your designee, must report scores after each game to NCAA.com (ncaa-content@turner.com) and Jan Gentry at the NCAA national office (jgentry@ncaa.org).
- b. Postgame Results. At the conclusion of each day of competition, please send the Stat Crew packed game file (*.pak) for each game played to Michelle Forkner (mforkner@ncaa.org).

12. Videographer.

- a. Confirm a videographer to take footage of the championship game at super regional tournaments. This could be accomplished with a simple flipcam. High definition (HD) resolution is recommended.
- b. Shoot video of the group and individuals, action and candid, of the team advancing to the national championship from the super regional site.
- c. Upload the footage to the NCAA ftp site. Additional information regarding the submission of the footage will be provided to you. The footage will be incorporated into a highlight video that will be shown during the student-athlete banquet at the finals site.

13. Miscellaneous.

- a. Coaches should be shown the cool-down and interview areas the day of their practice by the NCAA site representative (regionals and super regionals) or by their assigned softball committee member (finals) to familiarize themselves with the location and procedure.
- b. For all information pertaining to broadcasting, radio and Internet, please review the [NCAA broadcasting policies](#) and the media coordination handbook on the NCAA website.



NCAA MEDIA COORDINATION AND STATISTICS 2018-19 CONDITIONS PLACED ON USE OF CREDENTIALS

Each individual ("Bearer") using this credential for access to any NCAA championship game or related events including, without limitation, a practice, press conference, interview, or other activity associated with such NCAA championship (the "Events"), on behalf of his or her employer or assigning news organization ("Employer"), agrees to the following:

GENERAL

Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attended. The credential is not transferable and may be revoked at any time with or without cause.

The rights and privileges granted to Bearer shall automatically terminate if any term of this credential shall be breached. The unauthorized use of this credential subjects the Bearer and his or her Employer to ejection from the facility and prosecution for criminal trespass, without limiting any other rights and remedies at law or in equity.

Bearer shall display the issued credentials at all times and consents to the reasonable inspection of his or her person and property before entering the venue and/or during an Event. While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents. Bearer shall not, at any time, display, post, or otherwise reproduce the credential image on any digital platform, including online social media sites or applications (e.g., Facebook, Twitter, Instagram, Snapchat). Additionally, Bearer may not broadcast, telecast, film, record, transmit, display, or otherwise distribute, or allow any other party to distribute, footage or content of the Events on a live basis, including via any real-time online streaming application (e.g., Periscope, Meerkat).

Bearer assumes all risks incidental to the performance by the Bearer of Bearer's services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injuries or loss of personal property or equipment connection therewith.

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting/broadcasting, or other facilities for the television/radio station, Internet media, network, cable system, or other media entity.

In the event that the name or likeness of the Bearer is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, the Bearer grants the NCAA the non-exclusive, transferable, perpetual right and license to use (and to sub-license the use of) such name and likeness in any media worldwide whether now known or thereafter devised.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys' fees) arising out of anything done or purported to have been done by Bearer or his/her

Employer, including but not limited to Bearer's breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without its consent, to participate in any settlement of such claim.

MEDIA

The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events other than for rights for news coverage of, or magazines, books or stories about, the Events is prohibited, except (a) with the prior written consent of the NCAA or its designee or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.

If video and/or audio of the Event is distributed by an NCAA rightsholder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos). If the Event is not distributed by an NCAA rightsholder, Bearer may produce its own video and/or audio highlights from the Event pursuant to such conditions and in such area as designated by the NCAA. Bearer agrees to the terms and conditions of the NCAA Championships Footage Usage and Licensing Policies.

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any Event is exclusive to the NCAA's website and/or any other website designated by the NCAA and its rightsholders. "Real-time" is defined by the NCAA as a continuous play-by-play account or live, extended live/real-time statistics, or detailed description of an Event.

A Bearer may blog during any Event, provided that such blog may not produce in any form a "real-time" description of the Event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an Event, other than periodic updates of scores, statistics or other brief descriptions of the Event). If the NCAA deems that Bearer is producing a real-time description of the contest, the NCAA reserves all actions against Bearer, including but not limited to the revocation of the credential.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights in the Event and in and any telecast, broadcast, transmission or recording thereof, and no rights are conferred to, or intended to be conferred to, or created on behalf of, Bearer or his or her Employer. Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes directly related to their participation in the Event.

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity's publications, provided that such use is not likely to create, or does not actually create confusion in the minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or

endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the Bearer may sell photos taken at the Events to third-party entities, including but not limited to other commercial entities or the general public.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any secondary use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA or its designee.

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the NCAA Audio Policies.

NCAA CHAMPIONSHIP VIDEOGRAPHER

The NCAA Championship Videographer policy is intended to protect the broadcast rights sold to the NCAA media partners, while providing NCAA member institutions the ability to capture and utilize championship footage.

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. In addition, institutional videographers will be permitted inside the locker room, with approval of the institution's head coach, during periods that are off limits to general media. The team videographer for the winning team will be allowed on the competition area to film the postgame celebration and awards ceremony, if applicable.

The NCAA will grant the institution permission to videotape this NCAA championship event for non-commercial uses only. Bearer agrees to the terms and conditions of the NCAA Championships Team Videographer Policy.



2018-19 Host Site Stats Document

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

Latest Version of StatCrew Required

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

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

Please note: StatBroadcast is not affiliated with StatCrew software.

NCAA LiveStats Integration

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

Downloading NCAA Broadcastr 9.0

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

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

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



Streaming Requests

Live Video Streaming Rights Requests (early round only)

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

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

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

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

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

Turner Contact Information

Jason Venson

jason.venson@turner.com

404-704-2493



NCAA Championships Microsite Guidelines

NCAA Championship hosts and LOC's are welcome to build a city specific microsite to house local information regarding things to do, travel tips, restaurants, volunteer information, etc. The primary purposes of the microsite should be to welcome fans and 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 within this section.

Travel Information

Hotel, car rental and other travel accommodations should link to: www.ncaa.com/Travel.

Selections, Preliminary Rounds and Broadcast Schedule

All information regarding the details of selections, all preliminary 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: <http://www.ncaa.com/newsletter-signup/sports>.

Logo Usage

For championship logos, please submit a request to access the NCAA Digital Library at <https://sportgraphics.widencollective.com/t5/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 through to any URL other than ncaa.com.
- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the micro-site.
- 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: <http://commerce.wazeedigital.com/license/home/ncaa.do>.
- The micro-site 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.

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.

Metrics

Host institutions should provide analytics to Nate Flannery (nflannery@ncaa.org) and Anne Clendenin (aclendenin@ncaa.org). At a minimum, analytics should include the following five categories:

- Referral Pages
- Page Views

- Time Spent on Site
- Click Through Information
- Unique Visits/Traffic Numbers

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 the 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 NCAA Corporate Champions and Partners are listed within that text.

Microsite Examples

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

- Utah March Madness First & Second Round: <http://www.uteathletics.com/ncaa/>
- San Antonio Final Four Microsite: <http://finalfoursanantonio.com/>
- Oklahoma City Women's College World Series Microsite:
<https://www.visitokc.com/wcws/>

Once your site has been developed, please send the URL to Anne Clendenin (aclendenin@ncaa.org) for review and approval.

If you have any questions, please contact:

Anne Clendenin

Assistant Director, Championships & Alliances

317-917-6643

aclendenin@ncaa.org



**QUICK REFERENCE GUIDE FOR OBTAINING
NCAA BROADCAST AND DIGITAL MEDIA RIGHTS
2018-19 NCAA CHAMPIONSHIPS**

Radio/Audio Internet Streaming Rights. All stations requesting radio / audio Internet streaming rights for any round / game of an NCAA championship shall be required to submit a completed radio agreement with IMG College. The radio agreement must be fully completed and submitted online in advance of the round / game that will be broadcast.

To submit a request, you must click the “I acknowledge my understanding of the policy and agree to comply with the stated guidelines” button. Questions may be directed to IMG College’s Mike Dodson (mike.dodson@img.com; 859-226-4390) or Cindy Johnson (cindy.johnson@img.com; 859-226-4225). Click here to review the “[2018-19 Audio Policy](#).”

Television Broadcast Rights. If an NCAA network partner (i.e., Turner/CBS, ESPN, Golf Channel, Tennis Channel) chooses not to activate or televise a particular round of an NCAA championship, those television rights revert back to the NCAA, permitting the NCAA to grant/sell the rights to any network [e.g., NCAA conference/institution (campus) television networks / Regional Sports Networks (RSN), local television stations], if it so chooses.

The NCAA broadcast services group will award qualified NCAA conference/institution television networks / RSNs and local television stations commercial/noncommercial television broadcast rights.

Commercial television rights fees vary for specific NCAA championships rounds. Generally, there is a **minimum of \$1,500 per game and per broadcast entity (i.e., per network/station)**. *[Please Note: Any station selling commercials; selling or airing billboards; sponsorships; in-game graphic sponsors; underwriters; or phone pledges must pay the NCAA a commercial television rights fee per game.]* However, local campus and/or non-commercial television stations may have the rights fee waived.

Entities interested in requesting television syndication rights should review the [Television Rights Overview](#) section and submit the Television Broadcast Rights Request Form. [Click [HERE](#) to **download the form (pdf)** to the NCAA broadcast services group.] Questions may be directed to Amy Skiles (askiles@ncaa.org; 317-917-6222).

Live Internet Video Streaming Rights. For those available NCAA championships in which Turner/NCAA Digital elects NOT to exercise its video streaming rights [nor is it being televised by an NCAA network partner (Turner, CBS, ESPN, Golf Channel and Tennis Channel)], member institutions and/or media outlets may request live video streaming rights to these events. The request form and live video streaming policy can be accessed at <http://www.ncaa.com/rights-request>. Click here to review the [Live Video Streaming Rights Policy](#).

NCAA Championships Video Footage. The NCAA retains exclusive copyright to all audio (natural sound) and video footage (e.g., television, digital, photographs) to all 90 NCAA championships. The NCAA has partnered with Wazee Digital to represent and manage its video and audio assets (including fulfillment, licensing, copyright and archival rights).

FOR GENERAL PUBLIC/FANS. Currently, there is **NOT** an option available for the general public/fans to purchase NCAA championships footage/DVDs (e.g., Amazon). *[However, Wazee Digital still may be able to assist. Please contact Wazee Digital at 866-815-6599 or through their website <http://commerce.wazeedigital.com/>.]* Finally, you can view most NCAA championships live (or re-air) on NCAA.com/Video or [WatchESPN / ESPN3](http://WatchESPN.com).

FOR NCAA INSTITUTIONS OR CONFERENCES. Please [click here](#) for more information regarding the NCAA Institution Footage Program or contact Wazee Digital at sports@wazeedigital.com.

FOR COMMERCIAL OR BROADCAST ENTITIES. All requests to obtain clips or copies of NCAA championships/events (e.g., game/program records, melt/highlight tapes) should go through the NCAA/Wazee Digital online footage request system, which can be found at the following website: <http://commerce.wazeedigital.com/>.

It is important to note that the NCAA does **not** own the television rights/footage to any collegiate athletics' regular-season games/matches/contests; any Division I Football Bowl Subdivision (FBS) games (including bowl games); nor conference championships games/matches/contests. **If you are interested in obtaining / licensing regular-season, conference championships or FBS video footage, please contact the appropriate conference office.**

Finally, the NCAA's network partners (e.g., Turner, CBS, ESPN, Golf Channel, Tennis Channel) are instructed **NOT** to duplicate copies of NCAA championships/events.

SOFTBALL UMPIRE EVALUATION

2019 NCAA Division III Softball Championship

PLEASE PRINT

OPPONENTS: _____ vs. _____ SCORE: _____

DATE: _____ GAME TIME: _____ SITE: _____

RANKINGS: 5= HIGHEST 1= LOWEST

PLATE UMPIRE NAME: _____						
	5	4	3	2	1	Comments:
Knowledge of NCAA Rules						
Strike Zone						
Safe/Out Calls						
Game Control						
Overall						

ADDITIONAL COMMENTS: [If 2 and 1 rankings were awarded, comments must be included.]

1st BASE UMPIRE NAME: _____						
	5	4	3	2	1	Comments:
Knowledge of NCAA Rules						
Alertness to Illegal Pitches						
Positioning in Field						
Accuracy of Calls						
Game Control						
Overall						

ADDITIONAL COMMENTS: [If 2 and 1 rankings were awarded, comments must be included.]

3rd BASE UMPIRE NAME: _____						
	5	4	3	2	1	Comments:
Knowledge of NCAA Rules						
Alertness to Illegal Pitches						
Positioning in Field						
Accuracy of Calls						
Game Control						
Overall						

ADDITIONAL COMMENTS: [If 2 and 1 rankings were awarded, comments must be included.]

SUBMITTED BY: _____ INSTITUTION: _____

TITLE: _____ DATE SIGNED: _____

Please return to the NCAA committee member/site representative following each game.



A G E N D A

National Collegiate Athletic Association
2019 Division III Softball Championship
Umpires Meeting Agenda

1. NCAA committee chair/site representative.
 - a. Welcome umpires.
 - b. Introduce games committee.
 - c. Review reimbursement procedures (each umpire must register with ArbiterPay).
 - d. Review responsibilities of umpires (**Appendix Z** in the host operations manual).
 - e. Review the umpire evaluation form (**Appendix X**). The NCAA site representative should fill in names of umpires on forms prior to each game and also distribute and collect forms.
 - f. Give illegal equipment to site representative.
2. Crew chief (CC)/Umpire-in-chief (UIC).
 - a. Schedule of events. [Note: Umpires must be at the competition site a minimum of one hour before the scheduled game time.]
 - b. Umpires' uniforms.
 - c. Ground rules and NCAA rules.
 - d. Procedures for assignment of umpires. The CC/UIC will assign umpires for the first day of competition. At regionals and super regionals, the site representative will make subsequent assignments based on umpire evaluations and input from the CC. At the finals, the committee member assigned as the liaison to the umpires will review the umpire evaluations with the UIC and provide input for the UIC to confirm subsequent assignments. The CC/UIC will provide feedback to the umpire crew based on the evaluations.
 - e. Home teams will be determined by the site representative/softball committee.
 - f. Protest procedures (Rule 7.2 of the 2018 and 2019 NCAA Softball Rules Book).
 - g. Team lineups become official when given to the umpire before the game.
 - h. No fraternizing with coaches or student-athletes.

3. Tournament director.
 - a. Distribute umpire packets (if not done so already) provided by the host institution.
 - b. Distribute credentials, patches and hats.
 - c. Review parking arrangements and provide parking passes, if necessary.
 - d. Review hotel check-out procedures for final day of tournament.
 - e. Identify umpire hospitality area and arrangements for meals.

RESPONSIBILITIES OF UMPIRES

CREW CHIEF (CC)/UMPIRE_IN_CHIEF (UIC):

1. Compile contact information and mileage/per diem information on form provided by NCAA staff and submit the completed form to the NCAA staff (Trina Simerly; tsimerly@ncaa.org) on the Monday following regionals and super regionals.
2. Attend the pretournament games committee meeting and the administrative meeting.
3. The CC/UIC will assign umpires for the first day of competition. At regionals and super regionals, the site representative will make subsequent assignments based on umpire evaluations and input from the CC. At the finals, the committee member assigned as the liaison to the umpires will review the umpire evaluations with the UIC and provide input for the UIC to confirm subsequent assignments. The CC/UIC will provide feedback to the umpire crew based on the evaluations.
4. Review the ground rules during the umpires meeting and during the administrative meeting.
5. Serve on the games and protest committees (unless involved in protest).

HOME-PLATE UMPIRES:

1. Check the field for measurements, obstructions and general play conditions.
2. Review ground rules with coaches prior to every game.
3. Get official line-ups and report any changes to the official scorer and to the opposing team.

ALL UMPIRES:

1. Dress in appropriate uniform, as identified by current NCAA Softball Rules. No patches other than the official NCAA patch are permitted.
2. Be available on the field a minimum of one hour before the scheduled game time.
3. Check all bats and other equipment used by the teams.
4. Register online for ArbiterPay. All fees and expenses for all umpires will be paid through ArbiterPay.

ITEMS FOR CHAMPIONSHIP PACKETS**A. Coaches Packet.**

- _____ 1. Copy of the administrative meeting agenda (**Appendix G**), including all applicable appendixes to be discussed during that meeting (in addition to those listed below).
- _____ 2. Credentials and bench passes (distributed separately at initial team practice by site representative/committee liaison).
- _____ 3. Parking passes, if applicable.
- _____ 4. Telephone numbers and addresses of hotels where teams are staying.
- _____ 5. Restaurant guide, including addresses, phone numbers and types of food.
- _____ 6. Maps of community and campus.
- _____ 7. Diagram of facility.
 - a. Field;
 - b. Team parking area;
 - c. Warm-up area;
 - d. Gate(s) for team entrance;
 - e. Restrooms;
 - f. Athletic training area;
 - g. Hospitality areas for student-athletes and/or coaches;
 - h. Scorer's table and location of NCAA site representative/softball committee members during competition;
 - i. Press interview area and cool-down areas;
 - j. Designated videotaping area(s); and
 - k. Merchandise/concessions area.
- _____ 8. Directions to competition venue from team hotel(s).
- _____ 9. Specific championship information.
 - a. Practice schedule;
 - b. Game schedule/pregame format (**Appendix Q**);
 - c. Weather delay policies (**Appendix R**);
 - d. Meeting schedule;
 - e. Medical/athletic training information;
 - f. Ticket information;

- g. Media procedures;
- h. Banquet/social (finals only);
- i. Local transportation;
- j. Laundry service/facilities;
- k. Call-in number for inclement weather updates; and
- l. Severe weather emergency action plan.

_____ 10. Crowd control statement (**Appendix N**).

_____ 11. Misconduct provisions (**Appendix L**).

_____ 12. Courtesy car waivers/information (finals only, if applicable).

B. Umpires Packet.

_____ 1. Credentials.

_____ 2. Parking passes, if applicable.

_____ 3. Restaurant guide, including addresses, phone numbers and types of food.

_____ 4. Maps of community and campus.

_____ 5. Diagram of facility.

_____ 6. Umpire evaluation form (**Appendix X**).

_____ 7. Umpires meeting agenda (**Appendix Y**).

_____ 8. Responsibilities of umpires (**Appendix Z**).

_____ 9. Patches.

_____ 10. Hats ordered through NCAA supplier (Smitty).



A G E N D A

National Collegiate Athletic Association
2019 NCAA Division III Softball Championship
 Regional

Call-in number: 866-590-5055
Access code:

May 7, 2019
11 a.m. Eastern Time

1. Congratulate teams.
 - a. Roll call.
 - b. Head Coach/Administrator(s) phone numbers.
2. Introduce games committee (NCAA Site Representative, Tournament Director, Softball Facility Manager and Umpire Crew Chief).
3. Review schedule of events.
 - a. Administrative meeting.
 - b. Practice schedule (based on travel distance).
 - c. Game schedule.
4. Review facility specifics.
 - a. Field specifics.
 - b. Warm-up area specifics.
 - c. Practice arrangements (closed).
 - d. Indoor practice facility (if inclement weather).
 - e. Videotaping of games.
5. Review squad size (20 eligible players in uniform, 25 in official travel party).
 - a. Credential list (submit by 5 p.m. Wednesday to tournament director and championship manager).
 - b. Awards recipient form (participant medallions for squad size – 20).

- c. Participant credentials (maximum of 25 per team).
 - d. Bench passes (in addition to credentials; maximum of five per team, two of which must be for medical personnel; provide free access to facility).
- 6. Lodging information. [All participating teams utilizing hotels must stay at the designated hotel(s) reserved by the host institution.]
 - 7. Transportation arrangements. (All institutions located within 500 miles of the competition site must utilize GO Ground for all charter bus transportation.)
 - 8. Parking.
 - 9. Uniform requirement (2 sets of different colors) and logo policies.
 - 10. Warm-up music (lyrics printed from Internet).
 - 11. Merchandise (preorder Event 1 merchandise).
 - 12. Bat testing.
 - 13. Drug testing.
 - 14. Sports information arrangements.
 - 15. Medical arrangements.
 - 16. Questions.



A G E N D A

National Collegiate Athletic Association
2019 NCAA Division III Softball Championship
[redacted] Super Regional

Call-in number: 866-590-5055

Access code: [redacted]

May 13, 2019
Noon Eastern Time

1. Congratulate teams.
 - a. Roll call.
 - b. Head Coach/Administrator(s) phone numbers.
2. Introduce games committee (NCAA Site Representative, Tournament Director, Softball Facility Manager and Umpire Crew Chief).
3. Review schedule of events.
 - a. Administrative meeting.
 - b. Practice schedule.
 - c. Game schedule.
4. Review facility specifics.
 - a. Field specifics.
 - b. Warm-up area specifics.
 - c. Practice arrangements (closed).
 - d. Indoor practice facility (if inclement weather).
 - e. Videotaping of games.
5. Review squad size (20 eligible players in uniform, 25 in official travel party).
 - a. Credential list (submit by 5 p.m. Wednesday to tournament director and championship manager).
 - b. Awards recipient form (participant medallions for squad size – 20).

- c. Participant credentials (maximum of 25 per team).
- d. Bench passes (in addition to participant credentials; maximum of five per team, two of which must be for medical personnel; provide free access to facility).
- 6. Lodging information. [Visiting team must stay at the designated team hotel reserved by the host institution.]
- 7. Transportation arrangements. (All institutions located within 500 miles of the competition site must utilize GO Ground for all charter bus transportation.)
- 8. Parking.
- 9. Uniform requirement (2 sets of different colors) and logo policies.
- 10. Warm-up music (lyrics printed from Internet).
- 11. Merchandise.
- 12. Bat testing.
- 13. Drug testing.
- 14. Sports information arrangements.
- 15. Upload institutional logo to NCAA ftp site.
- 16. Medical arrangements.
- 17. Questions.

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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2018-19 STANDARD TICKET BACK DISCLAIMER LANGUAGE**Updated 7/2/18**

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

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

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

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

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

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

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

DATES AND TIMES ARE SUBJECT TO CHANGE



Tupelo Raycom is responsible for video content and live productions at thousands of events annually. Since 2010, in partnership with Turner Sports and NCAA.com, Tupelo Raycom has provided championship coverage for hundreds of NCAA events. Its team will work with each host to ensure that live video streams from the championship are high quality and stress free.

Network Connection

To deliver a high quality video production, we require 20 Mbps sustained upload speed with dependable QoS, dedicated to one wired Internet connection. This will connect to a Ubiquiti gateway appliance to route the network to our equipment. Support staff utilizes TeamViewer to diagnose and troubleshoot our equipment once on site, therefore, this connection must allow TeamViewer access. It is extremely important that the IP network be addressed early in the planning process. Our team will arrive a day or two prior to the event to test network connectivity with Turner Sports. An IT representative from the host venue should be available on site at this time, but must be available by phone to work through any issues during setup and throughout the event.

Equipment

The producer and equipment will need to be located within 100' of the host network port. All equipment can be placed on one or two 8' tables. Please provide four chairs for announcers and production crew. NCAA.com broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport. In all cases, the cameras are cabled to the production position. Tupelo Raycom will request photos and/or a diagram of the venue during the planning process. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful. The broadcast equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V outlet. Non-GFI) will suffice. If available, an audio feed from the public address system should be provided to the production position on a standard XLR connector.

Equipment Receiving/Shipping

Broadcast equipment will typically be shipped to the site via special courier. The shipment will contain on average 20-22 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. Once the equipment is set, the host will need to identify a location to store empty boxes that can be locked. Following the event, our on-site producer will coordinate pickup of the equipment.

Crew/Announcers

Turner Sports provides all necessary equipment for a successful NCAA.com broadcast. The production crew and announcers are secured by Tupelo Raycom and Turner Sports.

If the host institution already has contacts with local camera operators, a production company or announcers, please pass that information along. We are happy to work with local crews and/or students at host institutions.

Event Specific Accommodations

We will make every effort to accommodate video needs host institutions might have. Identifying these needs early in the planning process is important. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

For additional information, please contact Tupelo Raycom Director of Production, Remote Andrea Crawford at acrawford@tupeloraycom.com