



2019 DIVISION III
SOFTBALL
CHAMPIONSHIP
TYLER, TX
The University of Texas at Tyler, Host

PARTICIPANT

2018-19 MANUAL

Coach/Administrator Checklist

		DEADLINE (all times Eastern)
	Participate on the teleconference for the advancing teams.	Monday, May 20 11 a.m.
	Upload your institutional logo to the NCAA ftp site and also email it to Shawn Chambers (ShawnChambers@uttyler.edu) and Jan Gentry (jgentry@ncaa.org).	Monday, May 20 Noon
	Email or fax your Hotel Information Form (Attachment A) and your Team Rooming List (Attachment B) to Tim Fairhead (tfairhead@uttyler.edu).	Monday, May 20 5 p.m.
	Email your Travel Information Form (Attachment D) to Tim Fairhead (tfairhead@uttyler.edu) and Jan Gentry (jgentry@ncaa.org).	Monday, May 20 5 p.m.
	Email your Banquet Ticket Order Form (Attachment C) to Diana Darnell (DDarnell@uttyler.edu). [Note: List on the form which student-athletes (maximum of two) will speak on behalf of your institution at the championship banquet.]	Monday, May 20 5 p.m.
	Submit your Elite 90 form.	Tuesday, May 21 10 a.m.
	Email your Credential List to Tim Fairhead (tfairhead@uttyler.edu) and Jan Gentry (jgentry@ncaa.org) (Note: Identify the three individuals, in addition to the head coach, who should receive VIP credentials.)	Tuesday, May 21 Noon
	Complete the Awards Recipient Form. (Submit the form at the administrative meeting Wednesday night after the banquet.)	Wednesday, May 22

Introduction

Congratulations on advancing to the 2019 NCAA Division III Softball Championship! This championship event will be held May 23-28 at the Suddenlink Field in Tyler, Texas. The University of Texas at Tyler will be the host for this event.

This participant manual outlines the policies and procedures governing the administration and conduct of this championship event. This manual also includes a schedule of events and specific information regarding hotel arrangements, travel, meetings and tickets.

We look forward to an excellent championship and wish your team the best of luck!

NCAA Division III Softball Champions

2018	Virginia Wesleyan	1999	Simpson
2017	Virginia Wesleyan	1998	Wisconsin-Stevens Point
2016	Texas-Tyler	1997	Simpson
2015	Tufts	1996	TCNJ
2014	Tufts	1995	Chapman
2013	Tufts	1994	TCNJ
2012	Pacific Lutheran	1993	Central (IA)
2011	Linfield	1992	TCNJ
2010	East Texas Baptist	1991	Central (IA)
2009	Messiah	1990	Eastern Connecticut State
2008	Wisconsin-Eau Claire	1989	TCNJ
2007	Linfield	1988	Central (IA)
2006	Rutgers-Camden	1987	TCNJ
2005	St. Thomas (MN)	1986	Eastern Connecticut State
2004	St. Thomas (MN)	1985	Eastern Connecticut State
2003	Central (IA)	1984	Buena Vista
2002	Ithaca	1983	TCNJ
2001	Muskingum	1982	Eastern Connecticut State
2000	St. Mary's (MN)		

Table of Contents

NCAA Committee and Staff	1
Host Institution Personnel	2
Schedule of Events	3
Championship Format	6
Championship Operations	8
Competition Site	11
Drug Testing	13
Elite 90 Award	14
Equipment	14
Expense Reimbursement	15
Forms	15
Lodging	16
Media Services	16
Medical	18
Official Travel Party	19
Participant Expectations and Guidelines	20
Team Travel	21
Tickets	22
Trophies and Awards	23
Uniforms	25
Host City Information	25

Appendixes

APPENDIX A - Hotel Information Form

APPENDIX B - Team Rooming List

APPENDIX C - Banquet Ticket Order Form

APPENDIX D - Team Travel Information Form

APPENDIX E - Community Service Project Information

APPENDIX F - Courtesy Car Information Form

APPENDIX G - Tyler Map

APPENDIX H - Sports Medicine Information

APPENDIX I - Facility Layouts/Campus Maps

NCAA Committee and Staff

<p style="text-align: center;"><u>ATLANTIC</u></p> <p>RENEE HELLERT Associate Director of Athletics/SWA Moravian College 1200 Main Street Bethlehem, Pennsylvania 18018</p> <p>Phone: 610-861-1531 Email: hellertr@moravian.edu</p> <p>Term expires: September 2020</p>	<p style="text-align: center;"><u>CENTRAL</u></p> <p>DENNY GRIFFIN Head Softball Coach Alma College 614 West Superior Street Alma, Michigan 48801</p> <p>Phone: 989-463-7988 Email: griffin@alma.edu</p> <p>Term expiration: September 2022</p>
<p style="text-align: center;"><u>EAST</u></p> <p>KIM WILSON Head Softball Coach Rowan University 201 Mullica Hill Road Glassboro, New Jersey 08028</p> <p>Phone: 609-221-0239 Email: wilson@rowan.edu</p> <p>Term expires: September 2019</p>	<p style="text-align: center;"><u>GREAT LAKES</u></p> <p>KIM TATRO, chair Associate Director of Athletics/Head Softball Coach Lawrence University 711 East Boldt Way Appleton, Wisconsin 54911</p> <p>Office: 920-832-6975 Email: kimberly.n.tatro@lawrence.edu</p> <p>Term expires: September 2020</p>
<p style="text-align: center;"><u>MIDWEST</u></p> <p>GEORGE WARES Head Softball Coach Central College (Iowa) 812 University Street Pella, Iowa 50219</p> <p>Office: 641-628-5195 Email: waresg@central.edu</p> <p>Term expires: September 2020</p>	<p style="text-align: center;"><u>NEW ENGLAND</u></p> <p>DIANA PEPIN Head Softball Coach Eastern Connecticut State University 83 Windham Street Willimantic, Connecticut 06226</p> <p>Office: 860-465-5182 Email: pepind@easternct.edu</p> <p>Term expires: September 2021</p>
<p style="text-align: center;"><u>NORTHEAST</u></p> <p>MARIE CURRAN-HEADLEY Director of Athletics State University of New York at Cobleskill 107 Schenectady Avenue Cobleskill, New York 12043</p> <p>Phone: 518-255-5126 Email: curranmc@cobleskill.edu</p> <p>Term expiration: September 2022</p>	<p style="text-align: center;"><u>WEST</u></p> <p>JANAE SHIRLEY Head Softball Coach/SWA East Texas Baptist University 1 Tiger Drive Marshall, Texas 75670</p> <p>Phone: 903-923-2240 Email: jshirley@etbu.edu</p> <p>Term expires: September 2021</p>
<p style="text-align: center;"><u>NCAA STAFF</u></p> <p>JAN GENTRY Associate Director of Championships Phone: 317-917-6626 Fax: 317-917-6237 Email: jgentry@ncaa.org</p>	<p style="text-align: center;"><u>NCAA STAFF</u></p> <p>TRINA SIMERLY Assistant Coordinator of Championships Phone: 317-917-6516 Fax: 317-917-6237 Email: tsimerly@ncaa.org</p>

Host Personnel

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>
Tournament Director	Tim Fairhead The University of Texas at Tyler	OFFICE: 903-565-5816 CELL: 585-447-7268 EMAIL: tfairhead@uttyler.edu
NCAA Division III Softball Committee Chair	Kim Tatro	WORK: 920-832-6975 CELL: 920-419-7553 EMAIL: kimberly.n.tatro@lawrence.edu
NCAA Championship Manager	Jan Gentry	WORK: 317-917-6626 CELL: 317-966-6490 EMAIL: jgentry@ncaa.org
Suddenlink Field Manager	Tim Fairhead The University of Texas at Tyler	OFFICE: 903-565-5816 CELL: 585-447-7268 EMAIL: tfairhead@uttyler.edu
Sports Information	Shawn Chambers The University of Texas at Tyler	OFFICE: 903-566-7281 CELL: 812-830-9517 EMAIL: ShawnChambers@uttyler.edu
On-Site Athletic Trainer	Andrew Cage The University of Texas at Tyler	OFFICE: 903-565-5545 CELL: 830-305-0317 EMAIL: scage@uttyler.edu
Ticket Manager	Tim Fairhead The University of Texas at Tyler	OFFICE: 903-565-5816 CELL: 585-447-7268 EMAIL: tfairhead@uttyler.edu
Promotions-Marketing	Tim Fairhead The University of Texas at Tyler	OFFICE: 903-565-5816 CELL: 585-447-7268 EMAIL: tfairhead@uttyler.edu
Security	UT Tyler Police Department	Dial: 903-566-7300
Banquet Coordinator	Tim Fairhead The University of Texas at Tyler	OFFICE: 903-565-5816 CELL: 585-447-7268 EMAIL: tfairhead@uttyler.edu

Schedule of Events

2019 NCAA DIVISION III SOFTBALL CHAMPIONSHIP

*****All times Central*****

Tuesday, May 21

TIME	EVENT	VENUE
4 p.m.	Committee Walk-through	Suddenlink Field

Wednesday, May 22

TIME	EVENT	VENUE/FIELD
8 – 11 a.m.	Team Community Service for teams that practice in the afternoon (Teams 4-8)	See Community Service Page
8 a.m. – 12 p.m.	Team Practices (Teams 1-4)	Suddenlink Field
10 a.m. – 2 p.m.	Championship Welcome BBQ	Harvey Lake Deck
12 – 5 p.m.	Team Practices (Teams 5-8)	Suddenlink Field
12 – 3:30 p.m.	Team Community Service for teams that practice in the morning (Teams 1-3)	See Community Service Page
6:30 p.m.	Doors Open for Banquet	Herrington Patriot Center
7 p.m.	Championship Banquet	Herrington Patriot Center
Immediately Following the Banquet	Administrative Meeting	HPC 2255

Thursday, May 23

TIME	EVENT	VENUE/FIELD
9 a.m.	Gates Open for Teams	Suddenlink Field
10 a.m.	Gates Open for Public	Suddenlink Field

11 a.m.	Game 1	Suddenlink Field
1:30 p.m.	Game 2	Suddenlink Field
4 p.m.	Game 3	Suddenlink Field
6:30 p.m.	Game 4	Suddenlink Field

Friday, May 24

TIME	EVENT	VENUE/FIELD
9 a.m.	Gates Open for Teams	Suddenlink Field
10 a.m.	Gates Open for Public	Suddenlink Field
11 a.m.	Game 5	Suddenlink Field
1:30 p.m.	Game 6	Suddenlink Field
4:30 p.m.	Game 7	Suddenlink Field
7 p.m.	Game 8	Suddenlink Field

Saturday, May 25

TIME	EVENT	VENUE/FIELD
11 a.m.	Gates Open for Teams	Suddenlink Field
12 p.m.	Gates Open for Public	Suddenlink Field
1 p.m.	Game 9	Suddenlink Field
3:30 p.m.	Game 10	Suddenlink Field

Sunday, May 26

TIME	EVENT	VENUE/FIELD
10 a.m.	Gates Open for Teams	Suddenlink Field
11 a.m.	Gates Open for Public	Suddenlink Field

12 p.m.	Game 11	Suddenlink Field
2:30 p.m.	Game 12	Suddenlink Field
*5:30 p.m.	Game 13 (if necessary)	Suddenlink Field
*8 p.m.	Game 14 (if necessary)	Suddenlink Field

*If only one “if necessary game is needed, it will be played 45 minutes following Game 12.

Monday, May 27

TIME	EVENT	VENUE/FIELD
11 a.m.	Gates Open for Teams	Suddenlink Field
12 p.m.	Gates Open for Public	Suddenlink Field
1 p.m.	Game 15 (Championship Series Game 1)	Suddenlink Field
3:30 p.m.	Game 16 (Championship Series Game 1)	Suddenlink Field

Tuesday, May 28

TIME	EVENT	VENUE/FIELD
9 a.m.	Gates Open for Teams	Suddenlink Field
10 a.m.	Gates Open for Public	Suddenlink Field
11 a.m.	Game 17 (Championship Series Game 3 - if necessary)	Suddenlink Field

Practice Schedule
Wednesday, May 22 – Suddenlink Field

Time (<i>all times Central time</i>)	Batting Cages/Practice Field	Suddenlink Field (Game Field)
8 – 8:55 a.m.	Team 1	
9 – 9:55 a.m.	Team 2	(10 a.m.) Team 1
10 - 10:55 a.m.	Team 3	(11 a.m.) Team 2
11 – 11:55 a.m.	Team 4	(12 p.m.) Team 3
12 - 12:55 p.m.	Team 5	(1 p.m.) Team 4
1 – 1:55 p.m.	Team 6	(2 p.m.) Team 5
2 – 2:55 p.m.	Team 7	(3 p.m.) Team 6
3 – 3:55 p.m.	Team 8	(4 p.m.) Team 7
4 – 4:55 p.m.		(5 p.m.) Team 8

Championship Format

Determination of Home/Away Teams

For 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 softball committee.

The home team will be determined as follows:

For the first four games of the championship, the home team will be the higher-seeded team.

For Games 5-10, home team is determined by the following formula:

1. The institution that has been home team the fewest times (regionals, super regionals and finals are considered separately).
2. If two teams have been the home team an equal number of times but the 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 using the double flip procedure.
- For Games 11 and 12, teams that are 2-0 in the tournament will be the home team.
- For Games 13 and 14, the home team is opposite of Games 11 and 12.
- For the championship series, the teams will flip using the double flip procedure for the first game, switch home/visitor for the second game and then flip again using the double flip procedure for the final game in the series (if necessary).

Length and Schedule of Games

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 from the point of interruption. 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 complete a halted game and play up to two additional games in the same day.)

Protest Procedure

Please refer to the 2018 and 2019 NCAA Softball Rules and Interpretations, Rule 7-2 on pages 57-60, that outlines protest procedures for NCAA championship play.

Rules

[Reference: Bylaw 31.1.6 in the NCAA Division III Manual.]

Per NCAA Bylaw 17.30, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.

The NCAA Softball Rules shall be followed, with the following changes or modifications:

1. The complex must be enclosed so that admission can be charged.
2. It is highly recommended that a facility has a skinned infield and natural grass outfield. However, the softball committee will consider facilities with artificial surfaces when selecting sites.
3. The backstop must be at least 25 feet (maximum 30 feet) from home plate. When the backstop is wood, cement or brick, padding is required from dugout to dugout, beginning not 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.
4. 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.

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. Effective 2017, an institutional field with a 4-foot fence must be a minimum of 210 feet in left and right fields

and 230 feet in center field, and it is highly recommended that a municipal field with a 4-foot fence used by the institution be those same distances.

If a temporary home-run fence is used, it must be secured so as not to collapse on and displace the foul pole and to prevent balls from rolling under.

5. The international tiebreaker will not be used in championship play.

Championship Operations

Administrative Meeting

The NCAA Division III Softball Committee will conduct a mandatory administrative meeting before competition. This meeting will be held Wednesday, May 22 in the **HPC 2255** immediately following the student-athlete banquet. The softball committee chair, tournament director and NCAA championship manager will conduct the meeting.

It is mandatory that the head coach of each participating institution attend the meeting, and it is strongly encouraged that the athletics director or senior woman administrator (or a designated administrator who is NOT a softball coaching staff member) attend the meeting. Sports information directors and athletic trainers also are encouraged to attend the meeting.

Championship policies and procedures and information regarding the provisions of Bylaw 31.1.8, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championship for reasons of misconduct, will be reviewed during the meeting.

Administrators are asked to bring the following documents to the meeting:

1. Awards recipient form.
2. List of band members (if applicable).

Banquet

The student-athlete banquet will be held Wednesday, May 22, at the Herrington Patriot Center on the campus of UT Tyler. Doors will open at 6:30 p.m. and the banquet will begin at 7 p.m. The 25 members of each team's official travel party will be admitted to the banquet via a pass list. Any additional individuals associated with the team (e.g., student-athletes, administrators, parents, etc.) must purchase a ticket for **\$40** for the banquet. Each team will be allocated a maximum of 10 tickets for purchase beyond the official travel party. The deadline to submit banquet ticket order forms (Appendix C) is 5 p.m. Eastern time Monday, May 20.

Championship Packets

A championship packet will be available for the head coach to pick up at the **front desk of the Holiday Inn South Broadway** when the team checks in to the hotel. *Team credentials will be distributed at the administrative meeting Wednesday night.*

Championship packets will include:

1. Banquet Tickets

2. Updated Practice Schedules
3. Maps of Tyler and Suddenlink Field
4. Local Area Guide
5. Administrative Meeting Agenda
6. Umpire Evaluation Form
7. Bat Testing Information
8. Home Team Determination Form

Community Service

Each team will participate in a community service activity Wednesday, May 22. Each team has been assigned to a school in the Tyler area based on the team's practice time. Teams with morning practice times will complete their community service after practice and the barbecue on Harvey Deck. Teams with afternoon practice times will complete their community service in the morning and will have practice times after the barbecue on Harvey Deck.

Community service assignments are listed in Appendix E along with a full schedule for Wednesday, May 22.

Courtesy Cars

One (1) courtesy vehicle will be provided to each team. Keys will be left at the front desk of the Holiday Inn South Broadway and available for pickup at 9 a.m. Central time Tuesday, May 21. If you need a courtesy vehicle before 9 a.m., please call or email **Tim Fairhead at UT Tyler at 585-447-7268 or tfairhead@uttyler.edu**. Upon check-out, please remember to leave the keys at the front desk of the hotel. Please fill out the Courtesy Car Information Form (Appendix F) and email it to Tim Fairhead by Monday, May 20 at 4 p.m. Central time.

Practice

The NCAA Division III Softball Committee is responsible for approving the practice schedule prior to the schedule being sent to the teams and will monitor all practices. Practice times will be determined by the softball committee based on game times (e.g., the two teams competing in the first game Thursday will have the first two practice times, etc.). Teams will have an opportunity to hit in the outfield on the practice field and on the game field. Bullpen sessions can be thrown in the Suddenlink Field bullpen but cannot be thrown on the infield dirt of the practice field. All drills other than ground balls on the practice field dirt require the use of a mat. Batting cages are open for 30 minutes of the 120-minute practice period. The remaining 90 minutes will be split between the game field (60 minutes) and the practice field (30 minutes).

Safety/Security Plan

If you are playing at Suddenlink Field:

Tornado Warning: Take shelter in the team meeting/locker room assigned to you.

Lightning Warning: Take shelter in your dugout/team room. This is a **very** safe place. In a lightning storm, make sure you are completely inside the dugout. **Do not** touch any part of the dugout fencing.

If you are watching a game at Suddenlink Field:

If a tornado warning or lightning warning is given, follow instruction from UT Tyler police and tournament personnel. Spectators will be evacuated to a tornado shelter adjacent to the UT Tyler Irwin Ballpark.

Tournament personnel, institutional representatives and media:

If there is a lightning warning, seek shelter in your vehicle, or the UT Tyler Irwin Ballpark Fieldhouse as directed by the Tournament Director and UT Tyler police.

Umpires:

If there is a tornado or lightning warning, stay in the umpires' room.

Fans and spectators:

Depending on advance warning time, fans and spectators will either be instructed to completely evacuate the stadium complex in a direction away from the storm, or they will be directed to shelter near the UT Tyler Irwin Ballpark.

Hospitality:

Depending on advance warning time, patrons will either be instructed to completely evacuate the stadium complex in a direction away from the storm or directed to shelter near the UT Tyler Irwin Ballpark.

**All of the shelter areas are extremely safe!*

**Please adhere to instructions of tournament personnel and go to your assigned shelter as soon as you are told.*

**You will be informed as to when it is safe to return to the field of play.*

Team Photos

Team photos will be taken two hours before each team's initial game in the championship. The home team will take its team photo first. Photographer Lang White (cell: 903-283-4452) will meet the teams on **the baseball field in front of the right field video board**. Please come dressed in your team uniform.

Videotaping

Institutions are permitted to videotape championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. The videotapes may not be used for any commercial purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. All videotaping must be done from the designated videotaping area in center field. There is NO power outlet available and teams must use batteries. Videotaping from any other area, including the dugout area, is not permitted.

Warm-up Music

Teams may submit their eight-minute warm-up music to Shawn Chambers at ShawnChambers@uttyler.edu. **Please email a Dropbox link with the mp3s of your warmup music (preferably a single file rather than individual songs) to Shawn so that he can download the playlist to his computer.** Lyrics for all songs must be printed from the Internet (i.e., not typed separately) and provided to the softball committee member assigned as your team liaison during your team's practice on Wednesday. The committee member will review the lyrics and listen to the playlist to determine whether the content is appropriate for all audiences. If any content is deemed inappropriate, the team will have one opportunity to provide a revised playlist with appropriate

content. If the content of the revised playlist is still deemed inappropriate, the head coach may choose either generic music provided by the venue or no music for the team's warm-up.

Competition Site

Banners and Artificial Noisemakers

No banners may be displayed at the venue other than the NCAA and approved media banners. Artificial noisemakers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery.

Facility Diagram



Hospitality

VIP and Head Coach Hospitality: For each team, the head coach and the three individuals with VIP credentials will have access to hospitality by the team cooldown tents on the third base side of the softball field. On your credential list, please highlight the names of the three individuals, other than the head coach, who should receive VIP credentials. These names will be added to the VIP credential. VIP credentials are specific to the names listed on the credentials and are not transferable. If it is determined that institutional personnel are transferring credentials, that team's hospitality privileges will be revoked for its coach and administrators.

Student-Athlete Hospitality: A student-athlete barbecue will be held at Harvey Deck on Wednesday, May 22 from 10 a.m. to 2 p.m. The barbecue is scheduled between your practice and community service times. On game days, the cooldown tents will be stocked with water and BODYARMOR product along with snacks for the student-athletes.

Laundry

Caitlin and Joe Petrich will provide laundry service for team uniforms and practice gear. Caitlin and/or Joe will pick up your team laundry from the team hotel and deliver the laundry back to the team hotel.

For teams that wish to do their own laundry, there are a few 24-hour coin operated laundromats in Tyler.

Washday Laundry: 705 West Gentry Parkway | 903-526-4199

Express Laundry #2: 1203 South Vine Avenue | 903-787-5923

Map/Directions to Competition Facility

Address of UT Tyler Irwin Ballpark: 3900 University Boulevard, Tyler, Texas 75799

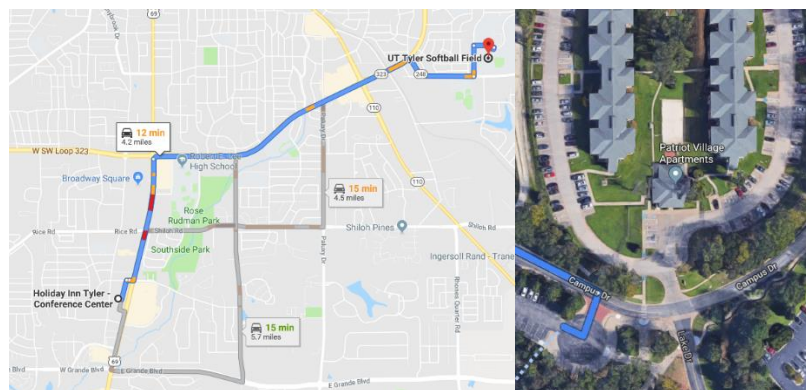
(Note: Entering this address in a GPS will result in you being directed to the Cowan Event Center.) It is best to follow the directions listed below.

From Holiday Inn South Broadway:

Head north on South Broadway Avenue
Turn right on SE Loop 323
Turn right on University Boulevard
Turn right on Patriot Drive
Turn right on Campus Drive
Arrive at UT Tyler Irwin Ballpark

BUS INFORMATION:

Busses can unload teams in the circle off Campus Drive. Following the drop off, busses can park at the Patriot Village Apartment Complex. This is a drive around facility with a gate. Please note that parking in the Patriot Village Apartment Complex is for **BUSSES ONLY**. Team cars and spectators must use designated parking lots identified in the parking section of this document.



Merchandise

Teams selected to participate in NCAA championships will have the opportunity to preorder event merchandise online for the finals through the official NCAA souvenir merchandiser, Event 1, Inc. Teams that advance to the finals site will receive instructions for placing merchandise orders. All orders will be shipped to the institution or directly to the individual, if requested, within three weeks of the conclusion of competition. Questions regarding the online team ordering process should be directed to Gina Taylor at Event 1 at 888-745-3058.

Parking

Bus and van parking is located at the Patriot Village Apartment Complex.

Courtesy cars and other VIPs with vehicles should park in the main parking lot. Parking will be free for this event in the main parking lot.

Parking for the championship banquet on Wednesday night is available in Lot 15. Use University Boulevard to enter campus via Lake Drive. A loop on the east side of the lot can be used by busses for team unloading ONLY. Busses must remain on and the driver must stay at the wheel during unloading. Participants can enter the Herrington Patriot Center directly from the unloading area. UT Tyler personnel will meet team busses in the loop. Busses can proceed to park in Lot 15 or 18.



Drug Testing

The NCAA is dedicated to fair and equitable competition throughout each round of the championship and strongly supports the drug-testing program in order to safeguard the health and safety of the participating student-athletes.

Student-Athlete Notification.

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

Media Obligations.

Each team is provided a postgame cool-down period. At the conclusion of the cool-down period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the court. If a selected student-athlete is scheduled to participate in any postgame news conference, she is required to attend the

news conference first. The student-athlete will be escorted to the drug-testing area after all of her media obligations have been fulfilled.

Next Day Testing.

If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than 10 a.m. (local time) at the original test site.

Participating Institution's Notification.

The institutional representative will be notified of drug testing no sooner than two (2) hours prior to the start of the game by the drug-testing crew chief. After the game, a member of the drug-testing crew will provide the institutional representative with the names of the selected student-athletes.

Prolonged Test.

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

Testing Process.

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

Elite 90 Award

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Each institution that has at least one student-athlete qualify for the finals is eligible to nominate a student-athlete for the award for that championship. All ties are broken by the number of credits completed. All documents including eligibility, deadlines and nomination forms, are available at [Elite 90 forms](#).

The submission deadline for nomination for the Division III Softball Championship is 10 a.m. Eastern time Tuesday, May 21.

Equipment

Ball

The Rawling NC12L is the official softball for the 2019 NCAA Division III Softball Championship.

Bat Testing

Mandatory postseason barrel compression testing (BCT) will be conducted on the practice day and each day of competition on all bats for all teams at the finals site. In addition to BCT, the NCAA

will continue to conduct postseason, post-competition bat compliance testing. Bats will be collected from the preliminary rounds and finals for all three divisions as teams are eliminated. The collected bats will be sent to Washington State University's lab for testing.

Bat testing will be conducted inside the entrance of the UT Tyler Irwin Ballpark in the UT Tyler Athletic Trailer. Following testing, team representatives can continue through the concourse to practice or their dugout.

Expense Reimbursement

Per Diem

Per diem will be paid for the official travel party of 25 individuals. The per diem rate and allowable days can be found in the [NCAA travel policies](#).

Reimbursement

Team expense reports should be filed online through the Travel Expense System (TES). The login information for the system is the same as that used for the Short's Travel portal. The system can be accessed at <https://web1.ncaa.org/TES/exec/login?js=true>.

All institutions must complete the online reimbursement process in order to receive the appropriate reimbursement.

Forms

Awards Recipient Form – emailed separately

Credential List – emailed separately

Evaluation Forms

Participant evaluation forms will be available online following the championship and NCAA staff will email a link to the head coach of each participating team. Please complete the evaluation form and **also forward the link to your student-athletes for them to complete**. Candid feedback from participating teams is crucial to improve the championship.

Officials evaluation forms for the umpires for each game will be distributed to the head coaches before each game. Coaches should return the evaluation forms to the softball committee member assigned as their team liaison following each game.

Hotel Information Form – see Appendix A

Team Rooming List – see Appendix B

Ticket Order Form – see Appendix C

Travel Information Form – see Appendix D

Community Service Project Information – see Appendix E

Courtesy Car Information Form – see Appendix F

Tyler Map – see Appendix G

Lodging

Championship Hotel

The Holiday Inn Tyler South Broadway is the designated championship hotel. **One king room, two king rooms with a pullout and 12 double rooms have been reserved for each team.** Each institution is responsible for contacting the individual listed below and providing a Team Rooming List (Appendix B) by 5 p.m. Eastern time Monday, May 20.

Rebecca McLoughlin

Phone: 903-509-8201

Email: rebecca@smi-hotelgroup.com

Hotel Address: 5701 South Broadway Avenue, Tyler, Texas 75703

Room Rate: \$114

The room rate includes a complimentary breakfast for up to two occupants per room.

Complimentary wireless internet access is available in guest rooms, meeting rooms and the hotel lobby. Bus parking and self-parking is complimentary.

Reminder: Teams are expected to stay at the designated team headquarters hotel. If a team prefers to stay at a hotel other than the headquarters hotel, the institution must do the following: (a) obtain from the hotel manager a written release of the team rooms; or (b) utilize the rooms for persons accompanying the team. If an institution fails to make satisfactory arrangements with the hotel for use of the team rooms, **the institution will be financially responsible for the charges for all rooms in the team block that the hotel is not able to re-sell.**

Media Services

Credentials

Credentials will be distributed as outlined below at the administrative meeting on Wednesday evening.

Each participating institution will receive a maximum of 25 participant credentials for the official travel party. These will be provided based on the credential list submitted by the institution. A maximum of 20 student-athletes may be in uniform for each game. If requested, up to five additional bench passes will be provided to each institution. Two of the five bench passes may be utilized only by medical personnel (e.g., if a team has only one athletic trainer, the team may receive a maximum of four bench passes). Each participating institution also will receive a sports information credential for the sports information director. This individual is not included in the 25 credentials for the official travel party.

Each team will receive three VIP credentials. This credential will allow the holder access to the hospitality area, to the field at the conclusion of the game and into postgame press conferences. Each team should identify the three individuals to receive these credentials on its credential list. VIP credentials do NOT provide free admission to the competition facility. If the holder is not one of the 25 individuals listed to receive a participant credential or one of the five individuals listed to receive a bench pass, he or she **must purchase a ticket to the venue**.

Interview Area

The interview area will be in the Media Tent located in the fenced area behind the third base dugout of Suddenlink Field, directly across from the team cooldown tents. Only credentialed media, credentialed team personnel and the NCAA softball committee and staff will be allowed access to the interview area. Parents will not be allowed in this area.

Interview Policies

In accordance with the NCAA regulations, each team will be provided a 10-minute “cooling off” period after each game. The head coach of the winning team, with requested student-athletes, will be interviewed first. The non-winning coach and student-athletes will follow the winning coach. This procedure will be followed except for the championship game, after which the non-winning coach and requested student-athletes will be interviewed first followed by the winning coach and student-athletes.

All coaches and student-athletes must be made available for post-competition interviews following the “cooling off” period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the softball committee.

Please vacate the field as soon as possible after competition. Parents, fans and spectators will NOT be allowed on the field during awards ceremonies.

The video of each postgame interview will be posted online after each game at <https://www.facebook.com/uttylersports/>.

Sports Information and Media

Sports information and media credentials for the championship will be handled by media coordinator **Shawn Chambers** (email: ShawnChambers@uttyler.edu; cell: 812-830-9517) through the NCAA online credential system.

Webcast

The webcast of each game will be produced by Tupelo Raycom and will be available on ncaa.com.

Website

Game scores and additional championship information will be available online at ncaa.com.

Medical

Athletic Training

We have one athletic training facility available for your use. The athletic training room is located in the field house at the ballpark adjacent to the softball field. The entrance is located on the south side of the building. It is a full-service facility and includes a hydrocollator, a full-size and an extremity whirlpool, ultrasound and electrotherapy units, taping and treatment tables as well as an ice machine. This facility will open three hours prior to the start of the first game and close 30 minutes following the conclusion of the last game each day. Please refer to Appendix H for more information.

Andrew Cage

Email: scage@uttyler.edu

Cell: 830-305-0317

Concussion Management

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host 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. 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 their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. **Concussions can occur without loss of consciousness or other obvious signs.** A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For additional information, please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions" online at www.ncaa.org/health-safety.

Hospitals and Emergency Services

Christus Trinity Mother Frances Hospital (Primary Coverage)

800 East Dawson

Tyler, TX 75701

903-593-8411

Christus Trinity Mother Frances DirectCARE Clinic

Mon-Fri 8 a.m.-8 p.m.; Sat/Sun 9 a.m.-7 p.m.

5414 South Broadway (Across from Applebee's)

Tyler, TX 75703

903-581-1601

Christus Trinity Mother Frances South Tyler (Fastest service for emergency x-rays, sutures, etc.)

8389 South Broadway

Tyler, TX 75703

Medical Exams

As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host school, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation. For all other instances, the student-athlete's on-site team physician can determine whether a student-athlete with an injury or illness should continue to participate or is disqualified. In the absence of a team physician, the NCAA tournament physician will examine the student-athlete and has valid medical authority to disqualify him or her if the student-athlete's injury, illness or medical condition poses a potentially life-threatening risk to himself or herself. The chair of the governing sports committee (or a designated representative) shall be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

Official Travel Party

Permissible Number

Each team is limited to 20 eligible players in uniform and an official travel party of 25. In addition, each team may request a maximum of five bench passes (two of which may only be utilized by medical personnel). Bench passes provide free admission to the competition venue and access to the dugout. Each team will receive a maximum of 25 participant credentials and a maximum of five bench passes. Any individuals not listed on the credential list (maximum of 30 total) must purchase a ticket for admission to the venue.

After competition at the finals site has begun, no changes may be made to a team roster for any reason. The number of people allowed in the dugout shall not exceed 30 (31 if the host institution provides a bat handler). An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition. There shall be no inordinate delay of the contest to allow a competing institution to conform to the rule.

There will be no exceptions regarding this section.

Bands/Mascots

Bands shall be limited to 25 members, including one director, who are in uniform and performing at the competition sites. The band shall be admitted via the gate list furnished to the host by the participating institution's administrative representative. The host institution must designate seating

in the venue to accommodate the bands with prior approval of the games committee. Bands shall be assigned seating that will not interfere with spectators, photographers or dugouts.

At all tournament sessions, seating will be provided for the bands during games in which their team is not participating. Bands, or any component thereof, shall not play while the ball is live. Bands may play immediately prior to the team's offensive half-inning (concluding with the fifth warm-up pitch), during their team's eight-minute warm-up period and for 10 seconds after a run is scored. Before the respective eight-minute warm-up periods, bands and the public-address announcer will alternate playing music.

Mascots are allowed in the outfield area, but not on the infield, before the eight-minute warm-ups begin for each team. Once the game begins, the mascot must not obstruct the view of spectators. Live mascots are not permitted.

Participant Expectations and Guidelines

Ethical Behavior by Coaches

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact in the field. Coaches are expected to be role models who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

Misconduct

Misconduct means any act of dishonesty, unsportsmanlike conduct in practice or competition, or breach of law that discredits the championship.

Public criticism of officials may subject the individual, institution or conference to the misconduct provisions.

The committee or games committee is authorized to (1) reprimand publicly or privately, (2) disqualify from future participation and/or (3) ban from subsequent competition a student-athlete or representative of the institution who is determined to have violated the misconduct provisions at any time during the championship.

Sportsmanship

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in the behavior of players and bench personnel, in crowd control by game management and in the officials' proper enforcement of the rules governing related actions.

Sports Wagering

The NCAA defines sports wagering as putting something at risk (e.g., an entry fee or a wager) with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager

for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

The Division III Committee on Student-Athlete Reinstatement will conduct a case-by-case evaluation of sports wagering violations to determine the appropriate penalty, and student-athletes will have an opportunity to appeal the committee's decision.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions in which there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules in bracket contests in which there is no entry fee but a possibility of winning a prize. Some NCAA member institutions, however, have chosen to ban student-athletes from participating in these types of bracket contests.

Tobacco Ban

The use of tobacco products is prohibited by all game personnel (e.g., coaches, athletic trainers, managers and umpires) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

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

Team Travel

Transportation

Each participating institution shall be responsible for making its own travel reservations in accordance with the established NCAA Division III championship [travel policies](#).

The NCAA's official travel agency is Short's Travel Management, which can be reached at 866-655-9215 or ncaaalo@shortstravel.com. Institutions can also enter travel manifest and other travel party information through the travel portal at www.shortstravel.com/ncaachamps.

Ground Transportation: Teams located within 500 miles of the competition site are required to travel via ground transportation. Mileage reimbursement is calculated using the NCAA's mileage calculator, which can be accessed through the online reimbursement system.

For team sports, when teams are required to travel by ground transportation to the site of competition, the NCAA has created a ground transportation program that is managed by GO Ground. Institutions are required to use GO Ground for all ground transportation paid by the NCAA. Institutions can contact GO Ground at 866-386-4951. Their online ground transportation portal can be accessed at www.gochampionships.com. Each institution's username and password are the same as those used for the Short's Travel portal.

The NCAA will pay for charter bus services directly. Institutions will not have to seek reimbursement for the ground transportation costs that are reimbursable under the NCAA travel policy. For the charter bus costs that are not covered by the NCAA travel policy, an institution will have the option, at its own expense, to use the charter bus services contracted by GO Ground.

Institutions will be required to pay for those services at the time the reservations are made with GO Ground.

Under the NCAA travel policies, the following is reimbursable.

For teams that are required to **drive to the site of competition** (and the site is more than 25 miles from campus), the NCAA will reimburse the actual costs of the bus for the round trip from campus to the site of competition, including all days at the site.

For teams that **fly to the site of competition**, the NCAA will pay the cost of the bus for the trip from campus to the airport and the return trip. In addition, the NCAA will pay the cost of the bus at the site of competition for the duration of the team's stay.

Per Diem: Per diem will be paid for the official travel party of 25. The per diem rate and allowable days can be found in the NCAA [travel policies](#).

Expense Reimbursement: Team expense reports should be filed online through the [Travel Expense System \(TES\)](#). The login information for TES is the same as that used for the Short's Travel portal. All institutions, including hosts, must complete the online reimbursement process to receive the appropriate reimbursement.

Travel Exceptions: Be advised that if extraordinary circumstances warrant an exception to the travel policies, you must contact the NCAA travel department for approval **BEFORE** making any travel arrangements. Requests for additional per diem can be made through the online reimbursement system. Questions regarding travel policies or requests for assistance can be directed to the travel group at 317-917- 6757 or travel@ncaa.org.

Please email the Travel Information Sheet (Appendix D) to Jan Gentry (jgentry@ncaa.org) and Tim Fairhead (tfairhead@uttyler.edu) by 5 p.m. Eastern time, Monday, May 20.

Tickets

Prices

All-Session Passes

Adult: \$35

Senior Citizen (55+): \$25

Student (With ID): \$20

Youth (12 and Under): \$20

Groups of 10 or more: \$20/pass

Single Session Passes

Adult: \$12

Senior Citizen (55+): \$8

Student (With ID): \$8

Youth (12 and Under): \$6

Groups of 10+: \$5/ticket

Team Tickets

The official travel party for the softball championship is 25. A maximum of 25 individuals will receive participant credentials and be admitted to the competition venue free of charge. Individuals who receive bench passes (maximum of five, two of which must be used for medical personnel) also will be admitted to the competition venue free of charge. Any institutional personnel not listed on the credential list (maximum of 30) **must purchase a ticket**.

Ticket Office Information

The NCAA Division III Softball Championship Box Office is *only* available on-site during the championship and on the grounds of the UT Tyler Irwin Ballpark. For any questions regarding tickets, please contact Tim Fairhead at 585-447-7268.

Location: UT Tyler Irwin Ballpark

Ticket Office Hours: Opens on-site on Thursday, May 23. *The ticket office will be open 60 minutes prior to the first game of each day and will close 30 minutes after the start of the final game of the day.*

Types of Payment Accepted: The Box Office accepts **cash ONLY**.

Trophies and Awards

All-Tournament Team

The all-tournament team at the finals site will be selected by the NCAA Division III Softball Committee. The all-tournament team shall consist of 12 players and one Most Outstanding Player (total of 13 individuals on the all-tournament team).

Awards

Championship awards will be presented immediately following each game in which a team is eliminated. The first two teams eliminated from the championship will tie for seventh place and each will receive 25 individual seventh-place bronze mini-trophies. The third and fourth teams eliminated will tie for fifth place and each will receive 25 individual fifth-place bronze mini-trophies. The fifth and sixth team eliminated will tie for third place and each will receive 25 individual third-place bronze mini-trophies. Following the best-of-three championship series with the final two teams, the runner-up will receive 25 individual second-place silver mini-trophies. The national champion team will receive 20 watches, 25 individual first-place gold mini-trophies and a national champion team trophy. (Five additional watches will be ordered following the championship.)

Student-Athlete Participation Award



NCAA-Awards.com

HOW TO GET YOUR **Student-Athlete Participation Awards**

For 2018-2019, 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.



After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at www.NCAA-Awards.com. In order to ensure that each participant receives his or her award, a member of your administration must place your team's order, including size information, at NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant; men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship please contact Erin Hannoy ehannoy@maingateinc.com, MainGate Customer Service (866-945-7267) or the NCAA championship manager.



Place your order at NCAA-Awards.com



Uniforms

Each team participating in the championship must bring two sets of uniforms of different colors. The visiting team must wear a contrasting color jersey from the home team. Determination of uniform jersey colors must be approved by the softball committee. As a reminder, when teams play back-to-back games, they must be prepared to change uniforms, if necessary. Noncompliance with this policy may result in misconduct. On the field, including the practice areas and the bench and dugout, each team is limited only to eligible players in uniform and coaches, athletic trainers and managers, all of whom shall be in appropriate team colors.

Logo Policy

Per Bylaw 12.5.3, an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4-square inches in area, including any additional material (e.g., patch) surrounding the normal trademark or logo.

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

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

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

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.

Host City Information

Tyler, situated about half-way between Dallas and Shreveport, is the largest retail, medical and business center in East Texas. The city features rolling hills and has an elevation of about 545 feet.

It is also the Rose Capital of America and the location of the Tyler Rose Garden, the nation's largest municipal rose garden. Please visit www.visitt Tyler.com for additional information about Tyler.

APPENDIX A

Hotel Information Form

IMMEDIATE ATTENTION REQUESTED!

Team _____ **Coach** _____

Email _____ **Cell Phone** _____

Championship Headquarters Hotel
Holiday Inn Tyler South Broadway
5701 South Broadway Avenue
Tyler, Texas 75703
Contact: Rebecca McLoughlin
rebecca@smi-hotelgroup.com
Phone: 903-509-8201

Each team will be limited to 15 rooms:
12 doubles, 1 king and 2 kings with pullouts.

Number of Double Rooms: _____

Number of King Rooms: _____

Number of King Rooms with Pullouts: _____

Please indicate if you want restrictions on the movies? _____ Yes _____ No

Please indicate if you want restrictions on the phones? _____ Yes _____ No

Your team room reservations will be booked from the information on this sheet. Please also return the team rooming list (Appendix B) to Rebecca McLoughlin rebecca@smi-hotelgroup.com prior to check-in. (If using a purchase order, please attach a copy of the purchase order). Teams must confirm reservations by **5 p.m. Eastern time Monday, May 20.**

Reminder: Teams are expected to stay at the designated team headquarters hotel. If a team prefers to stay at a hotel other than the headquarters hotel, the institution must do the following: (a) obtain from the hotel manager a written release of the team rooms; or (b) utilize the rooms for persons accompanying the team. If an institution fails to make satisfactory arrangements with the hotel for use of the team rooms, **the institution will be financially responsible for the charges of all rooms in the team block that the hotel is not able to re-sell.**

Submit this form by 5 p.m. Eastern time Monday, May 20.

PLEASE EMAIL TO: Rebecca McLoughlin

EMAIL: rebecca@smi-hotelgroup.com

SUBMIT BY: 5 p.m. Monday, May 20

APPENDIX B

Team Rooming List

TEAM _____ **CONTACT PERSON** _____ **PHONE** _____

CREDIT CARD TYPE _____ **CREDIT CARD NUMBER** _____

NAME ON CARD _____ **EXPIRATION DATE** _____

Guest Name(s)	*King/ King w/ PO	Double/ Double	Arrival Date	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

APPENDIX C

Banquet Ticket Order Form

TEAM _____ CONTACT PERSON _____

☐ Please invoice our institution.

☐ Please charge our credit card.

Credit Card Type _____ Name on Card _____
(MasterCard or Visa)

Credit Card Number _____

Expiration Date _____ 3 Digit Security Code _____

The student-athlete banquet will be Wednesday, May 22. **The official travel party of 25 will receive complimentary admission to the banquet.** Individuals not included in the official travel party of 25 must purchase a ticket. The cost is **\$40 PER PERSON**. Each institution may purchase **up to 10** additional tickets.

Institutions will be invoiced or their credit card will be charged post-event for the number of extra tickets requested (up to 10) listed on this order form, as this is the number we will forward to the caterer as the official count. We regret that we will not be able to accommodate any late ticket orders on the day of the banquet.

_____ Number of people in the official travel party attending the student-athlete banquet.

_____ Number of extra tickets at **\$40**. List the name of the individual who will use each extra ticket. These tickets will be included in your team packet upon arrival.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Provide the name of the student-athlete speaker(s) for your team (maximum of two).

1.
2.

Please email this form by 5 p.m. Eastern time Monday, May 20 to:
Diana Darnell (DDarnell@uttyler.edu, office: 903-566-7212)

APPENDIX D

Team Travel Information Form

If your team is approved to fly to the 2019 NCAA Division III Softball Championship, please email your flight information to Jan Gentry (jgentry@ncaa.org) and Tim Fairhead (tfairhead@uttyler.edu) by 5 p.m. Eastern time, Monday, May 20.

Airline _____

Flight number(s)

Arrival time

Local transportation arrangements

Institutional contact person for travel

Email _____ Cell Phone _____

APPENDIX E

Community Service Project Information

Team 1

Staff Liaison Joey Petrich 763-291-7799
Elementary Higgins WISD Forrest Kieser, Principal 306 Bascom Road,
Whitehouse, TX 75791

Start Time	End Time	Activity	Site
8 a.m.	8:55 a.m.	Cages/Warm Up	UT Tyler Ball Park
9 a.m.	10 a.m.	Game Field Practice	UT Tyler Ball Park
10:30 a.m.		Team Picnic	Harvey Lake (UT Tyler Campus)
12:30 p.m.		Depart for Community Service	
12:45 p.m.		Arrive at Community Service	Higgins Elementary
1 p.m.	2 p.m.	Community Service Event	Higgins Elementary
2:15 p.m.		Depart Community Service	
7 p.m.		Banquet	

Team 2

Staff Liaison Lyndsay Mashe 903-918-2112
Elementary Woods TISD 3131 Fry Avenue, Tyler, TX
75701

Start Time	End Time	Activity	Site
9 a.m.	9:55 a.m.	Cages/Warm Up	UT Tyler Ball Park
10 a.m.	11 a.m.	Game Field Practice	UT Tyler Ball Park
11:30 a.m.		Team Picnic	Harvey Lake (UT Tyler Campus)
12:30 p.m.		Depart for Community Service	
12:45 p.m.		Arrive at Community Service	Woods Elementary
1 p.m.	2 p.m.	Community Service Event	Woods Elementary
2:15 p.m.		Depart for Hotel	
7 p.m.		Banquet	

Team 3

Staff Liaison Grant Spencer 903-570-8660

Elementary Clarkston TISD Gretchen Nabi, Principal

2915 Williamsburg Drive,
Tyler, TX 75701

Start Time	End Time	Activity	Site
10 a.m.	10:55 a.m.	Cages/Warm Up	UT Tyler Ball Park
11 a.m.	12 p.m.	Game Field Practice	UT Tyler Ball Park
12 p.m.	1 p.m.	Team Picnic	Harvey Lake (UT Tyler Campus)
1 p.m.		Depart for Community Service	1.3 miles from campus
1:15 p.m.		Arrive at Community Service	Clarkston Elementary
1:30 p.m.	2:45 p.m.	Community Service Event	Clarkston Elementary
3 p.m.		Depart for Hotel	
7 p.m.		Banquet	

Team 4

Staff Liaison Kenny Jones 972-567-8071

Elementary Rice TISD Shelly Bosley, Principal

5215 Old Bullard Road, Tyler,
TX 75703

Start Time	End Time	Activity	Site
7:50 a.m.		Depart for Community Service	Hotel Parking Lot
8 a.m.		Arrive at Community Service	Rice Elementary
8:10 a.m.	9:30 a.m.	Community Service Event	Rice Elementary
9:15 a.m.		Depart Community Service	
11 a.m.	11:55 a.m.	Cages/Warm Up	UT Tyler Ball Park
12 p.m.	1 p.m.	Game Field Practice	UT Tyler Ball Park
1 p.m.		Team Picnic	Harvey Lake (UT Tyler Campus)
7 p.m.		Banquet	

Team 5

Staff Liaison Jeanette Mosher 574-200-9005

Elementary Bell TISD

1409 E Hankerson Street, Tyler,
TX 75701

Start Time	End Time	Activity	Site
8:15 a.m.		Depart for Community Service	Hotel Parking Lot
8:45 a.m.		Arrive at Community Service	Bell Elementary
9 a.m.	10 a.m.	Community Service Event	Bell Elementary
10:15 a.m.		Depart Community Service	
10:30 a.m.	11:40 a.m.	Team Picnic	Harvey Lake (UT Tyler Campus)
12 p.m.	12:55 p.m.	Cages/Warm Up	UT Tyler Ball Park
1 p.m.	2 p.m.	Game Field Practice	UT Tyler Ball Park
7 p.m.		Banquet	

Team 6

Staff Liaison Brent Porche 225-241-3881
 Elementary Dixie TISD Crystal Porche, Teacher 213 Patton Lane, Tyler, TX 75704

Start Time	End Time	Activity	Site
8:15 a.m.		Depart for Community Service	Hotel Parking Lot
8:45 a.m.		Arrive at Community Service	Dixie Elementary
9 a.m.	10 a.m.	Community Service Event	Dixie Elementary
10:15 a.m.		Depart Community Service	
11 a.m.	12:30 p.m.	Team Picnic	Harvey Lake (UT Tyler Campus)
1 p.m.	1:55 p.m.	Cages/Warm Up	UT Tyler Ball Park
2 p.m.	3 p.m.	Game Field Practice	UT Tyler Ball Park
7 p.m.		Banquet	

Team 7

Staff Liaison Caitlin Petrich 972-904-9050
 Elementary Stanton Smith WISD Lori Adams, Counselor 500 Zavala Trail, Whitehouse, TX 75791

Start Time	End Time	Activity	Site
8:15 a.m.		Depart for Community Service	Hotel Parking Lot
8:45 a.m.		Arrive at Community Service	Stanton Smith Elementary
9 a.m.	10 a.m.	Community Service Event	Stanton Smith Elementary
10:15 a.m.		Depart Community Service	
11 a.m.	12:30 p.m.	Team Picnic	Harvey Lake (UT Tyler Campus)
2 p.m.	2:55 p.m.	Cages/Warm Up	UT Tyler Ball Park
3 p.m.	4 p.m.	Game Field Practice	UT Tyler Ball Park
7 p.m.		Banquet	

Team 8

Staff Liaison Whitney Simmons 817-819-6049
 Elementary Cain WISD Blaine, Principal 801 TX-110 S, Whitehouse, TX 75791

Start Time	End Time	Activity	Site
9:15 a.m.		Depart for Community Service	Hotel Parking Lot
9:45 a.m.		Arrive at Community Service	Cain Elementary
10 a.m.	11 a.m.	Community Service Event	Cain Elementary
11:15 a.m.		Depart Community Service	
11:45 a.m.		Team Picnic Available	
3 p.m.	3:55 p.m.	Cages/Warm Up	UT Tyler Ball Park
4 p.m.	5 p.m.	Game Field Practice	UT Tyler Ball Park
7 p.m.		Banquet	

APPENDIX F

Courtesy Car Information Form

Institution: _____

Driver Name: _____

Cell Phone Number: _____

Driver's License Number: _____

State: _____

Exp. Date: _____

Date of Birth: _____

**Submit this form by 5 p.m. Eastern time Monday, May 20 to:
Tim Fairhead (tfairhead@uttyler.edu)**

APPENDIX G



A Natural Beauty



APPENDIX H

Sports Medicine Information

Team Athletic Trainers:

Congratulations to you and your teams for advancing to the 2019 NCAA Division III Softball Championship! Here is some information about your sports medicine needs we will be providing.

Facilities and Hours of Operation:

We have one athletic training facility available for your use. The athletic training room is located in the field house at the ballpark adjacent to the softball field. The entrance is located on the south side of the building. It is a full-service facility and includes a hydrocollator, a full-size and an extremity whirlpool, ultrasound and electrotherapy units, taping and treatment tables as well as an ice machine. This facility will open three hours prior to the start of the first game and close 30 minutes following the conclusion of the last game each day.

****Please contact Cody Oliver at 936-635-8012 if you wish to use these facilities for treatments.**

Tournament Staff:

For all games, we will have a staff certified/licensed athletic trainer on-site as well as athletic training students. Our sports medicine staff will be stationed down the third baseline of the softball field. Athletic training students will be in the field house athletic training room to assist you with any treatment and/or taping needs you may have.

Team Physicians:

One of our team physicians will be in attendance for each game of the tournament. If you should have a need for one of our physicians before the tournament, during the games or after hours, please do not hesitate to let Cody Oliver know and we will contact them as soon as possible.

Team Chiropractors:

Our team chiropractors, Dr. Brian Sullivan, Dr. Julie Blavier and Dr. Joe Glenn, may be able to provide their services to the teams participating in this tournament. Their contact information has been listed below.

Emergency Care:

There will not be an ambulance on-site; however, as part of UT Tyler's regular operations, UT Health East Texas has an ambulance posted in close proximity to our campus. Should an emergency occur, patients will be transported to Christus Trinity Mother Frances Hospital if requested. Because our team physicians are employed within the Christus Trinity Mother Frances Healthcare System, treatments and results will be expedited if you request that your student-athletes be transported to Christus Trinity Mother Frances Hospital. Below you will find a list of contact information for hospitals, chiropractors, walk-in clinics and pharmacies.

Accommodations:

In each dugout, you will find one 10-gallon cooler of water, a sleeve of cups, one ice chest, ice bags and wrap, as well as biohazard supplies. A 5-gallon cooler of Body Armor Sports Drink will also be provided as long as provided supplies are available. Emergency supplies including an AED, spine board, crutch bag and splint kit are available with the athletic trainers down the third baseline. There will also be an ice chest and ice bags in the cool-down tents.

General Information:

If your team is traveling with a licensed/certified athletic trainer, the use of any of our modalities will be available to you. If your team will not be accompanied by an athletic trainer, we are happy to provide ice and heat as modalities for your team's use. As always, a stocked kit is appreciated.

UT Tyler Athletic Training Staff**Andrew Cage, M.Ed., LAT, ATC, CES, PES, CCT**

Head Athletic Trainer

Office: 903-565-5545

Cell: 830-305-0317

scage@uttyler.edu

Diana Mitchell Gallegos, MS, LAT, ATC

Assistant Athletic Trainer

Office: 903-565-5742

Cell: 210-632-1581

dgallegos@uttyler.edu

Tyler Rediger, LAT, ATC

Graduate Assistant Athletic Trainer

Office: 903-565-5742

Cell: 402-560-6625

tyler.rediger@christushealth.org

Laurel Trail, LAT, ATC

Graduate Assistant Athletic Trainer

Office: 903-565-5742

Cell: 928-308-9993

laurel.trail@christushealth.org

Additional Contact Information:**Christus Trinity Mother Frances Hospital (Primary Coverage)**

800 E Dawson

Tyler, TX 75701

903-593-8411

Christus Trinity Mother Frances DirectCARE Clinic

Mon-Fri 8 a.m.-8 p.m.; Sat/Sun 9 a.m.-7 p.m.

5414 South Broadway (Across from Applebee's)

Tyler, TX 75703

903-581-1601

Christus Trinity Mother Frances South Tyler (Fastest service for emergency x-rays, sutures, etc.)

8389 South Broadway

Tyler, TX 75703

Chiropractors:

Helping Hands Chiropractic

Dr. Brian Sullivan, DC
621 Shelley Park Plaza
Tyler, TX 75701
903-597-9021

Kaleo Chiropractic Clinic

Dr. Joe D. Glenn, DC
408 South Broadway
Tyler, TX 75702
903-595-5190

Adjust Your Health Chiropractic

Dr. Julie L. Blavier, DC
3330 Old Jacksonville Hwy
Tyler, TX 75701
903-939-2578

Pharmacies:

CVS 24-Hour Pharmacy

1702 South Broadway
Tyler, TX 75701
903-526-8183

Walgreens 24-Hour Pharmacy

5415 South Broadway
Tyler, TX 75701
903-939-9298

Once again, if you have additional questions or concerns, please feel free to contact me via phone or email. Have a great week of preparation and we will see you soon!

Sincerely,

Andrew Cage, M.Ed., LAT, ATC, CES, PES, CCT

Head Athletic Trainer

Office: 903-565-5545

Cell: 830-305-0317

scage@uttyler.edu

APPENDIX I

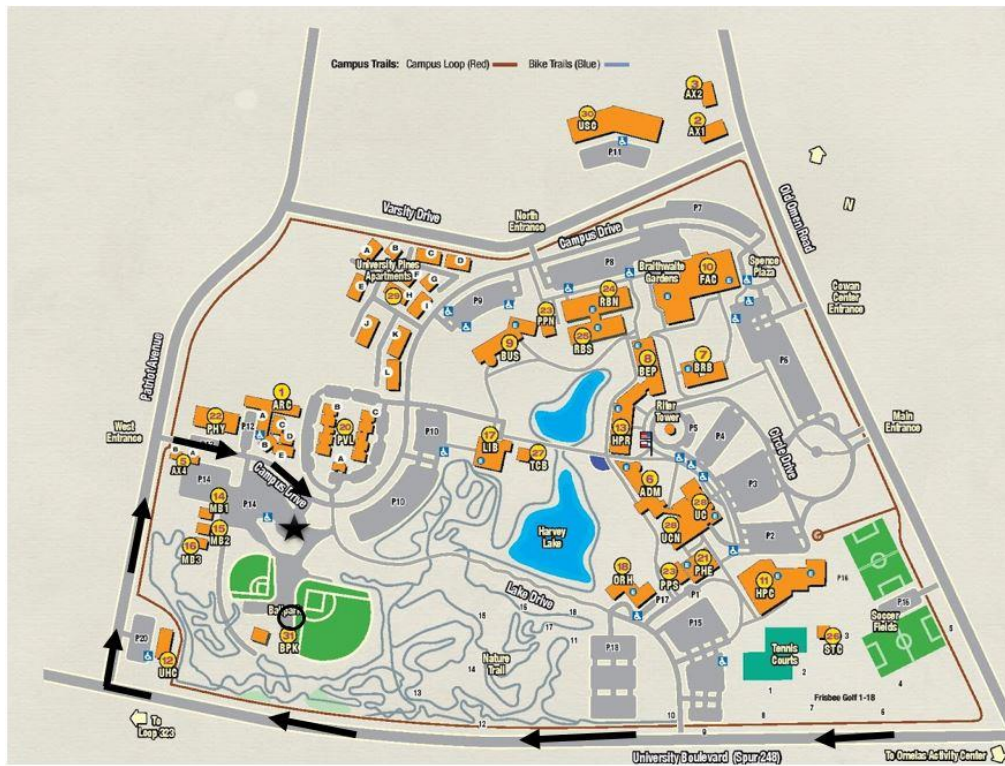
Facility Layouts/Campus Maps



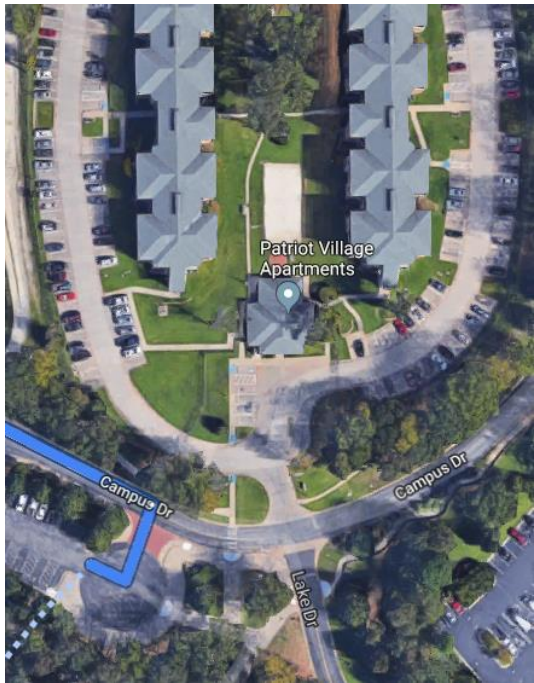
CAMPUS LAYOUT

UT Tyler Irwin Ballpark Layout





Emergency Action Plan



Bus Parking

**The University of Texas at
TYLER
CAMPUS MAP**

**PATRIOT
PLAZA**

As of Jan. 2, 2019, the flow of traffic from the main entrance will change, and lots 3, 4 & 5 will not be available.

For details and updates,
visit uttyler.edu/plaza

- 
 1. **Pine Art Complex (AHC)**
Art & Art History
 2. **Auxiliary Building #1 (AX1)**
Office of International Programs, ISSFS (International Students, Scholars and Faculty Services)
 3. **Auxiliary Building #2 (AX2)**
Office of International Programs (Annex), IELI (Intensive English Language Institute) Program classes
 4. **Ingenuity Center Building (ICB)**
 5. **Auxiliary Building #4 (AX4)**
BAGE Houses
 6. **James H. Stewart Hall (STE)**
Enrollment Services Center, Castellers, Human Resources Administration
 7. **David G. and Jacqueline M. Braithwaite Building (BFB)**
College of Nursing
 8. **Biology, Education and Psychology Building (BEP)**
College of Education and Psychology, Biology
 9. **Health and Knowledge, Fach Conversation Center (vocabulary/basketball court), Vaughn Pool**
 10. **Health Clinic (JHC)**
Student Medical Services
 11. **Hudnall-Pirtle-Roosth Building (HPR)**
Communication, Educational Leadership & Policy, Human Resources Development and Technology, Psychology and Counseling
 12. **Modular Building #1 (MB1)**
 13. **Modular Building #2 (MB2)**
Communication Artist – Debate Team
 14. **Modular Building #3 (MB3)**
 15. **Robert R. Munter Library (LIB)**
Library, Patriot Printing Services
 16. **Mr. and Mrs. Joseph Z. Ornelas Residence Hall (ORH)**
 17. **Ornelas Activity Center (OAC)**
University Advancement and Alumni Relations
 18. **Patriot Village Apartments (PVL)**
 19. **Physical and Health Education Building (PHE)**
Athletics, James Gym
 20. **University Center (UC and UCN)**
Dining Services, Student Engagement, Residence Life, Career Services, UT Tyler Barnes and Noble Bookstore, Military and Veterans Success Center, and Patriot Talon
 21. **University Pines Apartments (UPA)**
 22. **University Service Center (USC)**
Campus Police
 23. **Liberty Landing Apartments (LL)**
 24. **W.T. Brookshire Hall (WTB)**
Fach College of Pharmacy
 25. **University Academy (UA2)**
 26. **University Academy (UA3)**
 27. **University Academy (UA4)**
 28. **Center for the Musical Arts (CMA)**
 29. **Alumni House**
Alumni Relations
 30. **University Academy (UAS)**
 31. **Soules College of Business (COB)**
Soules College of Business
 32. **Victory Village (VV)**