



2021 DIVISION III
**SOFTBALL
CHAMPIONSHIP**
SALEM, VA • Old Dominion Athletic
Conference and City of Salem, Hosts

HOST OPERATIONS

2020-21 MANUAL

Finals

2021 NCAA DIVISION III SOFTBALL CHAMPIONSHIP
HOST OPERATIONS MANUAL

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NCAA DIVISION III SOFTBALL CHAMPIONSHIP

HOST OPERATIONS MANUAL

INTRODUCTION

On behalf of the Division III Softball Committee, thank you for being an important part of the 2021 NCAA Division III Softball Championship.

Administration of the Division III Softball Championship is under the direction of the Division III Softball Committee.

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 and commitment to the NCAA's core values – leadership, inclusion, communication, collaboration and accountability.

As a core value, the NCAA and its championship host institution/conference must be committed to championing diversity, equity and inclusion across its functions, staff, partners, stakeholders and communications platforms. Host institution/conference should embrace the NCAA's stated interest of sustaining a welcoming, safe and supportive culture across all dimensions of diversity, including race, age, sex, class, national origin, creed, educational background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. The host institution/conference plays a central role in fostering, growing and preserving an inclusive culture on-site at NCAA championship events.

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 John Kuzio, Assistant Director, Championships and Alliances (317-917-6384 or jkuzio@ncaa.org) or Paige Newman, Coordinator, Championships and Alliances (317-917-6660 or pnewman@ncaa.org).

2020-21 DIVISION III SOFTBALL COMMITTEE

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SECTION 1 – Alcoholic Beverages and Tobacco Products

Unless expressly permitted in writing by the NCAA (subject to the applicable legislative and/or policy changes at the NCAA), no alcoholic beverages or nonalcoholic beer may be sold or dispensed for consumption in the competition venue from the time the doors open until 90 minutes after the conclusion of the games and practices, nor shall any such beverages be brought to the competition venue during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the competition venue or area used for competition) unless otherwise approved by the NCAA.

If permitted by private lease agreement, alcoholic beverages may be consumed inside the private suites, subject to the host's, venue's, and/or concessionaire's compliance with certain insurance and indemnification requirements imposed by the NCAA. However, alcoholic beverages may not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, it is not permissible for alcoholic beverages to be distributed or consumed in the competition venue outside the private viewing suites unless otherwise approved by the NCAA.

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 the finals site.

The announcement of the all-tournament team shall take place before the awards presentations for the championship game. See **Appendix A-ATT** and **Appendix A-MOP** for the templates for the certificate for the all-tournament team and the 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 B** for the announcer's script for the all-tournament team at the finals.

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

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

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 B** 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 – Broadcasting/Internet

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

SECTION 5 – 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, POWERADE 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.

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 6 – 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 7 – Drug Testing

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

Drug-Testing Expenses

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

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

Facility Specifications

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

Host Notification

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament 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 G** 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 8 – 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), POWERADE powder, and when applicable, POWERADE 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 POWERADE, however, will not be permitted on the sidelines during NCAA championships.

If a championship also receives POWERADE-branded squeeze bottles, they should be provided to student-athletes. Non-POWERADE-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, POWERADE, 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 POWERADE equipment, with approval from the NCAA; however, unless approved by the NCAA (which is often possible), they must be used in areas not within television or photographer view (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 John Kuzio (317-917-6384; jkuzio@ncaa.org).

Preliminary-Round Sites NOT Receiving POWERADE Branded Equipment and Product

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

If 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, POWERADE, 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 POWERADE, 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. Twenty-six 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 Liza Erwin immediately at 317-917-6840 or lerwin@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 9 – 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 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 and artificial surfaces will 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 C** for guidelines for field maintenance and **Appendix D** 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 POWERADE 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, POWERADE 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 10 – 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

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](https://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. 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. 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 11 – 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 F** for the finals.

See **Appendix E** for an agenda for the meeting.

The NCAA championship manager will read the NCAA championship drug-testing statement (see **Appendix G**) and review the misconduct provisions (see **Appendix H**) 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 I** for additional announcer's instructions. The crowd control statement (**Appendix J**) 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; they 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

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 K**.

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 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 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 L** for home team determination forms for 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. 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 M**) 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.

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 required 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

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 N** 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

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 M**.

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 I**). 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 2021 NCAA [Softball Rules](#) outlines the protest procedures for NCAA softball championship play.

Softballs

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

Homerun balls at the finals should be given to the respective batters. At 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.

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 N**.

SECTION 12 – 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 13 – Lodging

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.

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 19 and depart Tuesday, May 26. 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

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 25 and check out Wednesday, June 2. 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

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 25 and check out Wednesday, June 2. The six umpires will arrive Wednesday, May 26 and check out Wednesday, June 2. 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 14 – 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 by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- 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 by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.

Marketing Plan

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championships and Alliances Marketing contact. The marketing should reflect the host's commitment to creating an environment where all guests feel welcome and see themselves represented throughout the championship experience. All marketing plans, marketing budgets and collateral must be approved by the NCAA Championships Marketing contact prior to implementation. 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, drive ticket sales and promote attendance at championship events. 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 utilize imagery from the artwork provided, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship round you are hosting.

Each NCAA 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 15 – Media/Credentials

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

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

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 located at NCAA.com/credentialterms.

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

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 Q** 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 and should not be promoted separately. See **Appendix Q** 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://on.ncaa.com/NCAAAonGetty). 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 their 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 22 – 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 S**).

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 16 – 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 17 – 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 18 – 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 19 – 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 S**), which each head coach will complete after each game. Other items to include in the umpires packet are listed in **Appendix V**.

Assignments

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.

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.

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 championship manager and the umpire-in-chief 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 T**. Responsibilities of umpires are included in **Appendix U**.

SECTION 20 – Participating Teams

Admittance to Facility

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 25.

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 W** 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

For the finals site, the tournament director shall email a draft of the participant manual to the NCAA championship manager by May 9. 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

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 24.**

SECTION 21 – Participation Gifts

Mementos

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 2020-21, 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 22 – 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

Learfield IMG College Responsibilities

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

Host Responsibilities

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

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (clerrinda.queen@learfieldimgcollege.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, Learfield 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 Learfield IMG College approval.

Questions

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

SECTION 23 – 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_Practices_for_Venue_Safety_and_Security) 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 J** 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 24– 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 25 – 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. The NCAA’s standard ticket back language can be found at www.NCAA.com/ticket-terms.

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) 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 26 – Transportation

Participating Institutions

For 2020-21 championships, institutions will have the ability to work directly with bus companies and/or use their regular season providers. Teams will secure ground transportation to and from the site of competition if they are a drive and if they are a fly any other transportation needs to and from the airport and while competing at NCAA championships. Institutions eligible for ground travel, per the NCAA Travel Policies, will receive reimbursement directly from the NCAA Travel Expense System. Institutions must use bus companies that meet NCAA safety standards. These safety standards can be found [here](#).

Championship Team Size									
Div	Sport	Number of Teams	Travel Party Size		Div	Sport	Number of Teams	Travel Party Size	
I	AA Football	20	130/ 145 finals		II	W Basketball	64	20	
I	M Baseball	64	35		II	W Field Hockey	6	30	
I	M Basketball	68	75/100 finals		II	W Lacrosse	16	30	
I	M Ice Hockey	16	37		II	W Rowing	4	21	
I	M Lacrosse	16	40		II	W Soccer	56	28	
I	M Soccer	48	27		II	W Softball	64	26	
I	M Volleyball	4	21		II	W Volleyball	64	20	
I	M Water Polo	4	20		III	M Baseball	60	29	
I	W Basketball	64	75/100 finals		III	M Basketball	64	20	
I	W Bowling	8	13		III	M Football	32	62	
I	W Field Hockey	16	28		III	M Ice Hockey	12	26	
I	W Ice Hockey	8	34		III	M Lacrosse	36	33	
I	W Lacrosse	16	38		III	M Soccer	64	27	
I	W Soccer	64	28		III	W Basketball	64	20	
I	W Softball	64	28		III	W Field Hockey	24	27	
I	W Rowing	16	31		III	W Ice Hockey	10	26	
I	W Volleyball	64	22		III	W Lacrosse	44	33	
I	W Water Polo	8	20		III	W Rowing	8	26	
II	M Baseball	56	29		III	W Soccer	64	27	
II	M Basketball	64	20		III	W Softball	62	25	
II	M Football	28	70		III	W Volleyball	64	22	
II	M Lacrosse	8	34		III	M Volleyball	16	22	
II	M Soccer	38	28		NC	Beach Volleyball	8	22	
					NIT	Post-Season	32	25	

All NCAA Championship travel information can be found at <http://www.ncaa.org/championships/travel/championshipstravel-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.

Apparel

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 2020-21 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

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 W**) 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
2021 NCAA Division III Softball Championship
All-Tournament Team

NCAA Championship Manager

Tournament Director



The National Collegiate Athletic Association
proudly recognizes

as the
2021 NCAA Division III Softball Championship
Most Outstanding Player

NCAA Championship Manager

Tournament Director

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 2021 NCAA Division III Softball Championship. To present the championship awards are _____ from _____, the chair of the _____ region, and John Kuzio, NCAA Assistant 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 2021 _____ (city, state) Super Regional champion, on your seventh-place finish in the 2021 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 2021 NCAA Division III Softball Championship. To present the championship awards are _____ from _____, the chair of the _____ region, and John Kuzio, NCAA Assistant 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 2021 _____ (city, state) Super Regional champion, on your fifth-place finish in the 2021 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 2021

NCAA Division III Softball Championship. To present the championship awards are _____ from _____, the chair of the _____ region, and John Kuzio, NCAA Assistant 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 2021 _____ (city, state) Super Regional champion on your (fourth/third-place) finish at the 2021 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 2021 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 2021 NCAA Division III Softball Championship. To present the championship awards are _____ from _____, the chair of the _____ region, _____ from

_____, the chair of the _____ region and John Kuzio, NCAA Assistant 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 2021 _____ (city, state) Super Regional champion and this year's national runner-up.”

“Now it's time to recognize the 2021 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 2021 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

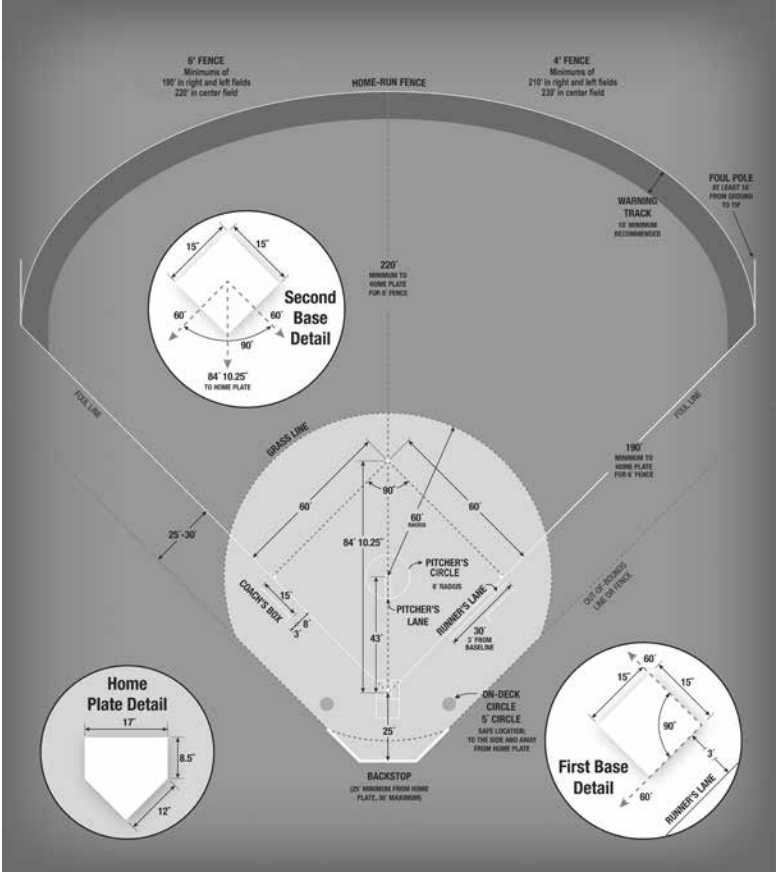
The outfield grass should be mowed as needed throughout the course of the championship. Foul lines should be marked on the game field on practice day for all teams. At the finals site, the NCAA logo should be repainted, as needed, with ample time for the paint to dry. Between games, arrange for necessary 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
2021 Division III Softball Championship
Administrative Meeting Agenda – Finals Site

1. NCAA softball committee chair.
 - 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; 31 with bat handler).
 - d. Review pregame format (**Appendix M** 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 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 their designated NCAA committee member the day before competition.
 - g. Review protocol for team introductions and awards ceremony (may include student-athletes beyond 20 in uniform). **Fist bumping with umpires will not be permitted.**
 - 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 N**).
 - j. Review umpire evaluation forms (**Appendix T**).

- k. Review banners and noisemakers policies.
 - l. Confirm home and visiting teams for games on first day of competition and review determination of home team procedures (**Appendix L**). Home team chooses uniform color. Visiting team must choose jersey of contrasting color. Teams should bring both sets of uniforms to the field.
- 2. Tournament director (Carey Harveycutter).
 - 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.
 - g. Courtesy cars – refuel your courtesy car before you return it.
- 3. Host sports information director (TBD).
 - 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 (TBD).
 - a. Availability of athletic trainers and facilities.
 - b. Review medical procedures.
 - c. Review drug-testing procedures, if testing does occur.
- 5. Umpire-in-chief (Joanne Venditto).
 - 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 2020 and 2021 NCAA Softball Rules Book.)
 - d. Review process for bat barrel compression testing.
 - e. Review process to select bats for compliance testing.
 - f. No props will be permitted in dugouts.**
6. NCAA championship manager (John Kuzio).
- a. Review uniform logo policy (NCAA Bylaw 12.5.3).
 - b. Review alcohol and tobacco policies.
 - c. Review misconduct provisions (**Appendix H**).
 - d. Read NCAA championship drug testing statement (**Appendix G**).
 - e. Review sideline hydration product.
 - f. NCAA patches – placement on uniforms and removal for laundering.
 - g. 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).



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 (**Appendix B**).

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 2021 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 2021 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 – repeated as needed by PA 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 sales, concessions and restrooms.
 - 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 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
	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:	
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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							For Games 5 through 15: Indicate H or V for the two teams playing in that specific game.
4							
5							
6							
7							
8							

[illegible]

PREGAME FORMAT

<u>Minutes Prior to Game</u>	<u>Activity</u>
90:00	Home team has access to the batting cages for 30 minutes. (After 30 minutes, there will be a five-minute transition to the visiting team).
55:00	Visiting team has access to the batting cages for 30 minutes.
45:00	Teams may access dugouts and throw only 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.)
30:00	Announce one minute to ground balls.
29:00	Ground balls in foul territory (shared infield if there is no dirt in foul territory).
26:00	Announce clear the field and 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 to conclude infield.
17:00	Give one-minute warning to visiting team to prepare for infield.
16:00	Visiting team takes infield.
9:00	Give one-minute warning to visiting team to conclude infield.
8:00	Umpires and coaches meet at home plate for pregame meeting.
5:00	<p>Introductions. (Note: No players shall interact with umpires during team introductions.)</p> <ol style="list-style-type: none"> 1. Visiting team players and coaches (line up on baseline in front of first base dugout when announced, facing dugout, and remain on baseline; first player lines up nearest home plate, and head coach lines up nearest first base). <ol style="list-style-type: none"> a. Starters in batting order; b. Nonstarters in numerical order; c. Support staff; and d. Coaching staff (head coach last). 2. Home team players and coaches (line up on baseline in front of third base dugout when announced, facing

dugout, and remain on baseline; first player lines up nearest home plate, and head coach lines up nearest third base).

- a. Starters in batting order;
 - b. Nonstarters in numerical 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 to conclude infield.
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 John Kuzio at the NCAA national office (jkuzio@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 Watsky (mwatsky@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.



2019-20 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 is greatly appreciated in making this a success.

Latest Version of StatCrew Required (some exceptions)

All NCAA hosts will need to have the 2019-20 version of Statcrew software for their sport installed on their scoring computer prior to the championship being hosted.

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

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

NCAA LiveStats Integration

For hosts that utilize NCAA LiveStats, a representative from Turner will contact you regarding setup.

Downloading NCAA Broadcastr 10

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 info, etc. The primary purpose of the microsite should welcome fans enhance their experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

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

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

- Local Fan Gathering and Entertainment Locations
- Shopping and Dining
- Special Attractions

Local News

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

Venue and Transportation Information

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

- Venue Address
- Venue Parking Map and Details, Google Map
- Venue Security Information
- Public Transportation Options

Volunteer Information

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

Travel Information

Hotel, car rental and other travel accommodations should link to: 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: <https://www.ncaa.com/newsletter-signup>

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 thru 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: <https://ncaaphotos.photoshelter.com/contact>
- 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](https://www.ncaa.com/social)

Mobile Version

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

Metrics

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

- Referral Pages
- Page Views
- Time spent on site
- Click thru 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 main or sidebar navigation (bottom navigation only).
- This page is entitled "Local Contributors".
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the CC/Ps are listed within that text.

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

Once your site has been developed, please send the URL to for review and approval.

Should you have any questions, please contact:



QUICK REFERENCE GUIDE FOR OBTAINING NCAA BROADCAST AND DIGITAL MEDIA RIGHTS 2020-21 NCAA CHAMPIONSHIPS

Radio / Internet Audio Streaming Rights. Westwood One owns the exclusive national audio rights to all 90 NCAA championships and the Postseason NIT. If Westwood One exercises its right to nationally broadcast an NCAA championship event via radio and/or other audio platforms (internet, mobile, etc.) Internet, then each official university or college radio station will be the only stations granted the right to broadcast a separate signal. 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 Learfield 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 Learfield IMG College’s Mike Dodson (mike.dodson@learfieldimgcollege.com; 859-226-4390) or Cindy Johnson (cindy.johnson@learfieldimgcollege.com; 859-226-4225). Click here to review the [“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, which can be found on NCAA.com/media-center, and submit the Television Broadcast Rights Request Form. [Click [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 Championship Footage Requests. The NCAA has partnered with Veritone to represent and manage NCAA championship footage 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, [Veritone](#) may be able to assist (866-815-6599; sports@veritone.com).

FOR NCAA INSTITUTIONS OR CONFERENCES. Please [CLICK HERE](#) for more information regarding the NCAA Institution Footage Program or contact Veritone at sports@veritone.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 [Veritone](#) (866-815-6599; sports@veritone.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

2021 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 2021 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 V** in the host operations manual).
 - e. Review the umpire evaluation form (**Appendix T**). 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. 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 2020 and 2021 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. Attend the pretournament games committee meeting and the administrative meeting.
2. The CC/UIC will assign umpires for the first day of competition. 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.
3. Review the ground rules during the umpires meeting and during the administrative meeting.
4. 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 PACKETS1. Coaches Packet.

- _____ a. Copy of the administrative meeting agenda (**Appendix E**), including all applicable appendixes to be discussed during that meeting (in addition to those listed below).
- _____ b. Credentials and bench passes (distributed separately at initial team practice by site representative/committee liaison).
- _____ c. Parking passes, if applicable.
- _____ d. Telephone numbers and addresses of hotels where teams are staying.
- _____ e. Restaurant guide, including addresses, phone numbers and types of food.
- _____ f. Maps of community and campus.
- _____ g. Diagram of facility.
 - (1) Field;
 - (2) Team parking area;
 - (3) Warm-up area;
 - (4) Gate(s) for team entrance;
 - (5) Restrooms;
 - (6) Athletic training area;
 - (7) Hospitality areas for student-athletes and/or coaches;
 - (8) Scorer's table and location of NCAA site representative/softball committee members during competition;
 - (9) Press interview area and cool-down areas;
 - (10) Designated videotaping area(s); and
 - (11) Merchandise/concessions area.
- _____ h. Directions to competition venue from team hotel(s).
- _____ i. Specific championship information.
 - (1) Practice schedule;
 - (2) Game schedule/pregame format (**Appendix M**);
 - (3) Weather delay policies (**Appendix N**);
 - (4) Meeting schedule;

- (5) Medical/athletic training information;
- (6) Ticket information;
- (7) Media procedures;
- (8) Banquet/social (finals only);
- (9) Local transportation;
- (10) Laundry service/facilities;
- (11) Call-in number for inclement weather updates; and
- (12) Severe weather emergency action plan.

- _____j. Crowd control statement (**Appendix J**).
- _____k. Misconduct provisions (**Appendix H**).
- _____l. Courtesy car waivers/information (finals only, if applicable).

2. Umpires Packet.

- _____a. Credentials.
- _____b. Parking passes, if applicable.
- _____c. Restaurant guide, including addresses, phone numbers and types of food.
- _____d. Maps of community and campus.
- _____e. Diagram of facility.
- _____f. Umpire evaluation form (**Appendix T**).
- _____g. Umpires meeting agenda (**Appendix U**).
- _____h. Responsibilities of umpires (**Appendix V**).
- _____i. Patches.
- _____j. Hats ordered through NCAA supplier (Smitty).

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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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