



2021 DIVISION III  
**SOFTBALL**  
**CHAMPIONSHIP**

**HOST OPERATIONS**  
**2020-21 MANUAL**

2021 NCAA DIVISION III SOFTBALL CHAMPIONSHIP  
PRELIMINARY ROUNDS HOST OPERATIONS MANUAL

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# **NCAA DIVISION III SOFTBALL CHAMPIONSHIP PRELIMINARY ROUNDS 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. The hosts play an integral part in the success of the administration of the regional and super regional rounds.

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. Please refer to the “RETURN TO CHAMPIONSHIPS GUIDELINES” document for additional information.

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 defined herein. 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, 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 JoAnn Nester, Championship Manager (239-707-0135 [jnester@ncaa.org](mailto:jnester@ncaa.org)) or Paige Newman, Coordinator, Championships and Alliances (317-917-6660 or [pnewman@ncaa.org](mailto:pnewman@ncaa.org)).

**2020-21 DIVISION III SOFTBALL COMMITTEE**

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### ***SECTION 1 – Alcoholic Beverages and Tobacco Products***

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

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

### ***SECTION 2 – Americans with Disabilities Act***

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

### ***SECTION 3 – Awards***

#### **All-Tournament Team**

An all-tournament team and Most Outstanding Player and Most Outstanding Pitcher should be selected at each regional site.

The announcement of the all-tournament team shall take place before the awards presentations for the championship game at each round of. **Appendix A-ATT, Appendix A-MOP, and Appendix A-MOP2** for the templates for the certificate for the all-tournament team, Most Outstanding Player and Most Outstanding Pitcher. (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-r** for the announcer's script for the all-tournament team at regionals.

#### **Regionals.**

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

#### **Awards**

#### **Regionals.**

MTM Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team's squad size (20) to the tournament director prior to competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area. The members of the advancing team will not receive



participant medallions at the regional.

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

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

### **Awards Ceremony**

#### **Regionals.**

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

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

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## ***SECTION 4 – Bands, Cheerleaders and Mascots***

### **Admission**

**Cheerleaders and bands will not be part of the regional format in 20-21**

### **Artificial Noisemakers**

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

### **Electronic Amplification**

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

### **Fight Songs/Music**

Participating schools may provide a recording of the institution's fight song to be played between innings. Only electronic music should be played. The host institution may be asked to provide electronic music in the event none of the participating teams brings a band. Teams are not permitted to use "Tailgaters" or portable Bluetooth players at the venue at any time.

### **National Anthem**

The national anthem shall be played just prior to the introduction of the starting lineups. The host shall provide a recording of the national anthem. The anthem shall be played only before the first session each

day.

### **Warm-Up Music**

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

### ***SECTION 5 – Banquet***

#### **Regionals.**

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

### ***SECTION 6 – 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 Y** for a Championship Host Guide to Webstreaming and **Appendix R** for an NCAA Broadcasting Quick Reference Guide.)

### ***SECTION 7 – Championship Presentation/Fan Engagement***

### **Student-Athlete Autograph Sessions**

- Due to COVID restrictions, there will be no student autograph sessions at regionals or finals.

### **In-Venue Entertainment**

#### Affiliated award recognitions

Due to COVID restrictions, in venue entertainment and affiliated award recognitions will not be permitted at regional competition this year. At the finals, only the Elite 90 Award will be presented.

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

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

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

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

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

The following conditions apply to this NCAA logo use:

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

- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

**NCAA trademarked protection language:**

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

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

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

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

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

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Durenka Robie at drobie@ncaa.org or 317-917-6825.

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

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

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

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

For blue disk/secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):

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

**NCAA Licensed Trademarks:**

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

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

Helpful Links:

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

### **Official Championships/Licensee Suppliers**

The NCAA licensing program is designed to ensure the quality and consistency of all of the NCAA’s Championship Event merchandise, protect the intellectual property of the NCAA and our member schools, and generate revenue to enhance programs that support NCAA student-athletes.

Any premiums and/or other merchandise that bear NCAA Marks, Brackets, Taglines or other NCAA references must be produced by an official NCAA Licensee or NCAA Official Equipment Supplier. There may be royalties or other related costs associated with such items. If the NCAA is unable to identify a current NCAA Licensee or NCAA Official Equipment Supplier to provide a specific piece of merchandise, the NCAA will work to sublicense (on a short-term basis) a company that can provide the specific item.

For a list of NCAA licensees and official equipment suppliers, visit <http://www.ncaa.org/championships/marketing?division=d1>.

### **Advertising/Signs/“Look and Décor”**

**Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer’s table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Corporate Partners program, please see Section 8 – Commercialism/Contributors in this manual). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., televisions, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional

signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

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

**External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).

**Commercially-Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the name of the competition, practice and/or ancillary event venue(s) at the top of the venue, with placement designated by the NCAA. The signage design and placement of the competition, practice and ancillary event venue(s) must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).

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

**NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations include, but are not limited to, the concourse, within the competition bowl and the venue exterior without limitation.

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

If facility approves, patrons are permitted to bring in small signs (signs that can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noisemaking items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.

At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors,



video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

### ***SECTION 9 – Drug Testing***

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

#### **Drug-Testing Expenses**

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

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

#### **Facility Specifications**

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

#### **Host Notification**

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

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

#### **Media Obligation**

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

### Next Day Testing

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

### Participant Notification

Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event. (See **Appendix 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. If drug testing occurs, the crew will not sit in the stands due to COVID protocol.

### 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](http://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.

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***SECTION 10 – Equipment***

<b>Equipment Information</b>
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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.

<b>Cups, Coolers and Water Bottles</b>
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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 JoAnn Nester (239) 707-0135 [jnester@ncaa.org](mailto:jnester@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. Eleven dozen softballs will be shipped to regional sites 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 Paige Newman immediately at 317-917- 6660 or .pnewman@ncaa.org

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

## ***SECTION 11 – Facility***

### **Bat Testing**

Host institutions should be prepared to provide a small private room or a tent with walls and a table for the site representative at regionals to conduct bat barrel compression testing. If a member or representative of the NCAA Softball Rules Committee is assigned to a 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. **COVID PROTOCOL MUST BE OBSERVED**

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

### **Decorating and Advertising**

NCAA Signage. The NCAA will provide a basic signage package to each regional host 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.

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. one day 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.). **IF POSSIBLE, HOSTS ARE ENCOURAGED TO DEVELOP ONE WAY ENTRY AND EXIT LOCATIONS FOR SPECTATORS TO REDUCE UNNECESSARY CROWDING IN KEEPING WITH COVID PROTOCOL.**

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

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. In 20-21, there will be very limited media access to student-athletes and coaches. If interaction occurs, proper distancing protocol and masks are mandatory. 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](http://ncaa.com); therefore, videotaping by individuals other than team videographers is not permitted.

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## ***SECTION 12 – Financial Administration***

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### **Audit**

Sites will be randomly selected for financial and box office audits following the championship.

The NCAA will make every effort to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information reported on the host financial report.

### **Committee Member/Site Representative Expenses**

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

## **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](#) (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.

## **Participants**

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA policies. The competing teams shall be responsible for their local transportation, unless otherwise allowed under NCAA policy. Once the championship is completed, participating institutions should submit [online expense forms](#) to the travel group at the NCAA national office within 30 days of the competition. Please note, that if you host a championship, the submission of per diem and/or transportation reimbursement is a separate process and submission from completing the host budgeting and approval process defined above.

## **Approval of the Budget**

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All anticipated receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials, NCAA committee members and site representatives, if applicable. The proposed budget must be submitted to the NCAA by the deadline designated in the bid materials, and the championship manager will approve the budget prior to the first date of competition of the respective round of the championship. Additionally, best efforts should be made by the host to reasonably forecast expected ticket sales for the championship.

The host institution is responsible for adhering to the championship expenses approved by the NCAA, including, but not limited to, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, police and security, promotion, publicity, advertising, meetings, medical staff and banquets (finals only). Other expenses not included in the original proposed budget must be approved in advance by the NCAA.

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the championship for sales made by both the NCAA and the host in their given state and locality. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not-for-profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to submit an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

## **Transportation**

Transportation. All umpires for regionals and super regionals will drive to the site of competition.

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

## **Travel Reimbursement for Participating Institutions**

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

## **Umpires Expenses**

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

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

## ***SECTION 13 – Game Management***

## **Administrative Meeting**

**\*\*MEETINGS MAY BE VIRTUAL DUE TO COVID RESTRICTIONS\*\***

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 regionals.

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

The NCAA site representative 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**

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

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**.

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

### **Home Team Determination**

For all regional 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 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 to track the number of times each team has been the home team and the visiting team.

### **Length and Schedule of Games**

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

Regional start times:

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

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.

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

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

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

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



0 games played	Highest seed
1 game played	Highest seed
2 games played	Highest seed
3 games played	Highest undefeated seed
4 games played	Highest remaining undefeated seed
5 games played	Highest remaining undefeated seed
6 games played	Highest remaining undefeated seed
7 games played	Highest remaining undefeated seed
8 games played	Highest remaining undefeated seed
9 games played	Highest remaining undefeated seed
10 games played	Winner of game 10 unless each team has one loss (i.e.the teams are tied),

Then:

1. Head to Head
2. Highest remaining seed

### Medical Procedures

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

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

### 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 JoAnn Nester 239-707-0135 (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

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

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

## 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. In subsequent games in the same session, teams will be announced, but the national anthem is not played. 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 2020 and 2021 NCAA [Softball Rules](#) outlines the protest procedures for NCAA softball championship play.

## Site Representatives

A member of the Division III Softball Committee or an individual designated by the committee will serve as the NCAA site representative. The NCAA staff will provide the name and contact information of the assigned site representative to the respective tournament director Monday, May 18 for regionals. These dates are subject to change.

The site representative will contact the tournament director before their arrival. Please confirm the site

representative's arrival and departure times and whether they will need lodging. In addition, review the championship schedule, including meeting, practice and game times, with the site representative.

### Softballs

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

Homerun balls at regionals should be given to the respective batters. At the regionals, each senior student-athlete will receive a game ball used in championship competition during the awards ceremony for their team, 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](mailto:ncaa-content@turner.com) and post scores on its institutional website within 30 minutes of the conclusion of each game. Box scores should be provided to participating teams within 30 minutes. Each facility should have easy access to one high-speed printer and one copier. The facility will be responsible for the installation, service costs and paper for the copier for the tournament.

### Sunday Competition

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

### Team Dugouts

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

Bench Size. A maximum 20 student-athletes (squad size) may be in uniform during competition. The number of individuals allowed in the dugout may not exceed 30 individuals. 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**.

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### *SECTION 14 – Insurance*

If the event is held on-campus:

The host institution must maintain and provide proof of at least \$1 million of Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol or food-borne illness. The certificate must be submitted to the NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of general liability coverage. (This is the minimum requirement per NCAA bylaws).

If the event is held off-campus:

The host institution must maintain and provide proof of at least \$1 million of Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol or food-borne illness. The certificate must be submitted to the NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of general liability coverage. (This is the minimum requirement per NCAA bylaws).

The venue must maintain and provide a minimum of \$1 million in Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol or food-borne illness. The NCAA must be named as an additional insured.

Notes:

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

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

### **Team Hotels**

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

**COVID Testing Space:** One COVID testing space will need to be secured meeting the following specifications:

A minimum of 2,500 sq ft of meeting space extended on a complimentary basis accessible 24 hours a day for the duration of the event. In addition to the following items: 3 tables and 9 chairs on a complimentary basis, 3 complimentary extension cords, complimentary uninterrupted internet access and complimentary self-parking for individuals coming in to test that are not guests of the hotel, if applicable. Space needs to be held starting Wednesday, May 19, 2021 for the duration of the event.

**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.

Participating institutions are mandated to stay at the official NCAA hotel properties for the event. Any participants staying outside of the official NCAA hotel block will not be reimbursed.

**Regional Sites.** The dates of competition for the 2021 regionals are Friday-Sunday, May 21-23. Visiting teams will arrive Thursday, May 20, or possibly Wednesday, May 19, so hosts should confirm hotel availability in the locale beginning with May 19. In addition, please be aware that if a team with a no-Sunday play policy is assigned to a regional site, that site will conduct competition in a Thursday-Saturday format. Therefore, hosts should confirm hotel availability in the locale beginning with Wed., May 19. Hosts should reserve 13 double rooms and two singles for the official travel party of 25 for each team. Regional tournament directors should be prepared Monday, May 17 to provide hotel assignments, hotel telephone numbers, room rates and approximate distances to the facility to visiting teams. It is not sufficient for the tournament director to provide only a listing of hotels available in the locale. The tournament director should include the hotel assignments in the participant manual. During the teleconference with the participating teams and the site representative Tuesday, May 18, the tournament director should confirm the teams' arrival dates and notify the hotel manager(s). In the

event of inclement weather or unforeseen circumstances, regional competition may be extended for one additional day. The tournament director should inform the hotel manager(s) of this possibility. This information is subject to change.

### **NCAA Committee Member/Site Representative Lodging**

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

**Regionals.** The NCAA site representative will arrive either Wednesday, May 19 or Thursday, May 20, before team practices, and will check out either Sunday or Monday, depending when regional competition concludes.

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

### **Umpire Lodging**

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

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

## ***SECTION 16 – Marketing and Promotions***

### **Banners**

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

### **Contacts**

The host institution should designate a marketing contact or marketing team for the championship. This person should be familiar with marketing strategies that have worked in the community where the championship will be held to sell tickets and drive attendance. It is the primary responsibility of

the marketing contact to work closely with the NCAA Championships Marketing contact to create and implement the championship marketing plan. While many host institutions may have a marketing contact in the athletics department, this individual may also be from the local organizing committee, convention and visitor's bureau, sports commission or a combination thereof. Contact information for the designated marketing contact(s) should be submitted through the Key Contact portion of the Host Reporting System.

#### **Expectations LIMITED EXPECTATIONS IN 20-21 DUE TO CONVID RESTRICTIONS**

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA Tournament Operations point person 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 LIMITED MARKETING IN 20-21 DUE TO COVID RESTRICTIONS**

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 which will generate awareness, drive ticket sales and promote attendance at championship events. The NCAA Online Marketing Website can be accessed at [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com).

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

Each NCAA 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](mailto: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](mailto: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 LIMITED EXPECTATIONS IN 20-21 DUE TO COVID RESTRICTIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Speaking. Establish community support by:

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

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

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

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

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

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

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

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

#### **NCAA Division III Bylaws Pertaining to NCAA Championship Promotions**

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

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

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

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

- (a) The printed material includes only information relevant to the championship events;

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

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

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

***SECTION 17 – Media/Credentials***

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

**Championship Records**

NCAA championship records are available in PDF format at [NCAA.org](http://NCAA.org). Once you are logged onto the site, hover over the specific division and click on the statistics link. Click on the appropriate sport and scroll down to the records book section.

**Credentials**

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

**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 **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.

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

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

- All Access – For event management-type people who need access to every area, including game surface.
- Event Management – For event management staff that do not need all access (based on space and demand, it may not be necessary to produce an event management and an all access pass).
- Media – For members of the media to provide them access to press areas, including the press box, media room, interview room and locker rooms (postgame only).
- Participant – For student-athletes, coaches and equipment managers (essentially anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- Sports information – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- Team personnel (maximum of five, including two medical personnel) – for individuals associated with the team beyond the official travel party of 25.
- Webcasting – For webcast announcers and camera operators (if the championship is going to be webcasted) to allow them access to appropriate areas (competition field, press box, media room and press conference area).

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

### **Credential Qualification and Acceptance**

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

### **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](http://NCAA.com), serves as the official online resource for NCAA championships.

The NCAA and its partners own the Internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA and its partners 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 P** 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](mailto: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](http://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](mailto:info@ncaaphotos.com) with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos. For all other uses, please contact Andy Krause ([Andrew.Krause@gettyimages.com](mailto:Andrew.Krause@gettyimages.com)).

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

For additional questions regarding championship photography, please see the [NCAA Championships Photo Terms & Conditions](#).

## News Conferences

LIMITATIONS WILL BE IMPOSED IN 20-21 DUE TO COVID REGULATIONS.DUE TO COVID RESTRICTIONS LOCKER ROOM ACCESS WILL NOT BE AVAILABLE TO THE MEDIA IN 20-21.

(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.

Locker rooms will not be available to media in 20-21 due to COVID restrictions.

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.) IN PERSON INTERVIEWS WILL BE LIMITED IN 20-21 DUE TO COVID PROTOCOL AND REGULATIONS.

### **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 – limitations will be in place due to COVID restrictions**

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. Press conference set up and protocol will be adjusted to meet COVID restrictions.

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 area:

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

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

### Programs

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

### Radio

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

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto [NCAA.com/media](http://www.ncaa.com/media) and then click on Broadcast Services and Live Video Streaming Rights (see **Appendix R**).

### 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](http://ncaa.org/socialmedia). A few of the available pages and hashtags include:

<b>[Host] Athletics Twitter</b>	@[Host]
<b>[Host] Athletics Facebook</b>	facebook.com/[Host]
<b>NCAA Division III Facebook</b>	facebook.com/NCAADIII
<b>NCAA Division III Twitter</b>	@NCAADIII
<b>NCAA Division III Hashtags</b>	#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](mailto: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](mailto:cdion@ncaa.org)) or send ideas or news to the general box at [socialmedia@ncaa.org](mailto:socialmedia@ncaa.org).

### **Statistical Services**

Each host should email Michelle Forkner ([mfwatsky@ncaa.org](mailto:mfwatsky@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](http://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](mailto: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](http://www.ncaa.com/rights-request). Questions about Internet streaming should be directed to Nate Flannery (317-917-6523; [nflannery@ncaa.org](mailto:nflannery@ncaa.org)).

### ***SECTION 18 – Medical Procedures***

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

### **Medical Facilities**

#### **Ambulance Service**

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

### **Biohazard Cleanup**

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

### **General Public**

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

### **Hospital**

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

### **Participants**

Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution's athletic trainer) must be present for all practices and games at the facility. The training room must open a minimum of two hours before all practices and games, and remain open one hour after the conclusion of all practices and games. A physician must be accessible by cell phone or pager during all practices and must be on-site during all games.

### **Supplies**

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

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

- Ultrasound unit
- Gurney
- First-aid equipment/athletic training supplies
- Suture materials
- Emergency eye care and dental equipment

Sports medicine providers should be trained to use emergency supplies.

### **Locker Rooms**

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

### **Communication**

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

### **Team Physicians**

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

## **Concussions**

The NCAA has adopted legislation that requires each active member institution to have a concussion management plan for its student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

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

## **Medical Staffing**

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

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

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

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

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## *SECTION 19 – Merchandise*

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### **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](mailto:dclendenin@ncaa.org)).

### **Availability**

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

### **General Policies**

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 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 sheet, which will include the contact information for the event coordinator assigned to the event as well as additional merchandising guidelines.**

All Event 1 merchandise for regional rounds will be on line sales. Web site for ordering merchandise is [www.event1teamstore.com](http://www.event1teamstore.com). Additional information will be provided in championship information.

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### *SECTION 20 – Neutrality*

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

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### *SECTION 21 – Officials*

The tournament director should notify all umpires of the following: (1) time and place of the umpires meeting; (2) game schedule; and (3) location of and directions to the facility. The tournament director also should communicate with the umpires to determine who will need lodging, and then make the appropriate reservations and provide directions. Each umpire should be provided a championship packet that includes a copy of the umpire evaluation form (see **Appendix S**), which each head coach will complete after each game. Other items to include in the umpires packet are listed in **Appendix V**.

#### **Assignments**

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

#### **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.

## Hotel

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

## Meals

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

## Selection

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

**Regionals.** Following team and site selections Sunday, May 16, six umpires will be assigned to each regional site. All umpires must reside within 500 miles of their assigned site. The NCAA staff will provide contact information for the crew chief assigned to each site to the respective tournament director and site representative by Monday, May 18 for regionals.

## 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 at regional sites, the NCAA site representative and the crew 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 22 – Participating Teams*

## Admittance to Facility

### **Regionals.**

Participating institutions must submit a credential list/travel party roster to the NCAA championship manager and the respective regional tournament director by 5 p.m. Eastern time on the Wednesday before competition (May 19).

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 before the team's first game.

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 six feet long, two chairs and a copy of the current approved bat list.

Staff. NCAA site representatives will perform bat testing at regional sites. 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 V** for a list of items to be included) with updated information (e.g., assigned practice times) should be distributed before or during the administrative meeting.

### Participant Manual

Each host institution shall prepare a site-specific participant manual that includes key information (e.g., practice times, game schedules, hotel contacts, directions, etc.). **Regional hosts shall email the participant manual to the teams assigned to their respective site by 5 p.m. local time Monday, May 17** so that the teams have an opportunity to review the manual before the teleconference Tuesday with the participating teams. For regionals, practice time assignments will be confirmed on the teleconference based on travel distance (i.e., the team that must travel the greatest distance will have first choice of practice times, and the host institution will have last choice of practice times, given that they do not have to travel). Teams that arrive in the locale the evening before the practice day will be considered local (i.e., deemed to have traveled zero miles) when assigning practice times and will select their practice times after teams that travel to the site on the practice day and before the host institution.

### Teleconferences

#### **Regionals.**

The NCAA site representative and tournament director for each regional site will conduct a teleconference with the teams assigned to their respective site. The call should be scheduled at **11 a.m. Eastern time Tuesday, May 18**. (Note: A host in the Pacific time zone may schedule this call later in the day.) Following the online selection show at 1 p.m. Eastern time Monday, May 17, the NCAA staff will email each regional tournament director a memo with the call-in numbers and access codes

for the 8 regional sites, as well as the contact information for the teams assigned to each respective site. The tournament director will be responsible for contacting the teams to provide the call-in information and agenda (see **Appendix W-r**) for the call.

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### *SECTION 23 – Participation Gifts*

#### **Mementos**

##### **Regionals.**

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

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### *SECTION 24 – Programs*

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

#### **Content/Editorial**

##### **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](mailto:clerrinda.queen@learfieldimgcollege.com)).

#### **Promotion LIMITED IN 20-21 DUE TO COVID RESTRICTIONS**

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](mailto:chad.laytham@learfieldimgcollege.com)) at Learfield IMG College.

### *SECTION 25 – Safety and Security Plan*

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices located at <http://www.ncaa.org/sites/default/files/Best Practices for Venue Safety and Security> 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 for the 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](http://ncaa.com); therefore, videotaping by individuals other than team videographers is not permitted.

## ***SECTION 26 – 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](http://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. Location will be determined based on COVID limitations.

Officials. Designate a seating area for the nonworking umpires that is not easily accessible by the public. Location to be determined based on COVID LIMITATIONS

Participating Institutions. The tournament director will inform the participating institutions of seating options when they are not playing if available given COVID restrictions

### Ticket Sales

Any spectator entering the venue must have a ticket regardless of the point in the competition that the spectator arrives. All venues must adhere to the 50% MAXIMUM CAPACITY GUIDELINES for the championship this year. If your venue has a “no spectator” rule in place this year, that rule may remain in effect. Capacity limitations will be the established capacity of the venue NOT TO EXCEED THE 50% capacity limitation set by the NCAA.

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 for regional competition are: adult \$4.00. Children \$2

NO GROUP SALES WILL BE PERMITTED IN 20-21

### SECTION 27 – 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
I	M Lacrosse	16	40
I	M Soccer	48	27
I	M Volleyball	4	21
I	M Water Polo	4	20
I	W Basketball	64	75/100 finals
I	W Bowling	8	13
I	W Field Hockey	16	28
I	W Ice Hockey	8	34
I	W Lacrosse	16	38
I	W Soccer	64	28
I	W Softball	64	28
I	W Rowing	16	31
I	W Volleyball	64	22
I	W Water Polo	8	20
II	M Baseball	56	29
II	M Basketball	64	20
II	M Football	28	70
II	M Lacrosse	8	34
II	M Soccer	38	28

II	W Rowing	4	21
II	W Soccer	56	28
II	W Softball	64	26
II	W Volleyball	64	20
III	M Baseball	60	29
III	M Basketball	64	20
III	M Football	32	62
III	M Ice Hockey	12	26
III	M Lacrosse	36	33
III	M Soccer	64	27
III	W Basketball	64	20
III	W Field Hockey	24	27
III	W Ice Hockey	10	26
III	W Lacrosse	44	33
III	W Rowing	8	26
III	W Soccer	64	27
III	W Softball	62	25
III	W Volleyball	64	22
III	M Volleyball	16	22
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.

### **SECTION 28 – Volunteers**

#### **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.

### **Waivers**

Each volunteer must sign a waiver of liability (see **Appendix X**) 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  
(*City, State*) Regional All-Tournament Team

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NCAA Representative

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Tournament Director



The National Collegiate Athletic Association  
proudly recognizes

as the  
2021 NCAA Division III Softball Championship  
(City, State) Regional Most Outstanding Player

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NCAA Representative

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Tournament Director



The National Collegiate Athletic Association  
proudly recognizes

as the  
2020 NCAA Division III Softball Championship  
(City, State) Regional Most Outstanding Pitcher

---

NCAA Representative

---

Tournament Director

## ANNOUNCER'S SCRIPT - AWARDS CEREMONY (REGIONALS)

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

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

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

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

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

*Announcement #3 (team reminder – if necessary)*

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

*Announcement #4 (introduction of awards)*

“Your attention please...we will now present the awards to the \_\_\_\_\_ (mascot) of \_\_\_\_\_ (institution) for their participation in the 2021 NCAA Division III Softball Championship. To present the championship awards are NCAA Division III Softball Committee member/NCAA Site Representative \_\_\_\_\_ and Tournament Director \_\_\_\_\_.

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

“We would also like to recognize the coaches and support staff for \_\_\_\_\_ (institution).” (Read names of institutional personnel and coaches in order from the awards

recipient form. Read the name of the head coach last. The NCAA Committee member/site representative and tournament director will NOT shake hands this year due to COVID protocol. Participant medallions will NOT be provided to coaches or other institutional personnel.)

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

---

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

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

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

*Announcement #2 (at end of regional championship game)*

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

*Announcement #3 (team reminder – if necessary)*

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

*Announcement #4 (all-tournament team awards)*



Ladies and gentlemen, we would now like to introduce the 2021 \_\_\_\_\_ (city, state) Regional (e.g., Decorah, Iowa Regional) all-tournament team and the Most Outstanding Player and the Most Outstanding Pitcher. Will the following student-athletes please come forward.

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

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

MO Pitcher

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

***Announcement #5 (team awards)***

**Second-place team (following regional championship game)**

“Your attention please - we will now be presenting the awards for the second-place team and the regional champion for the \_\_\_\_\_ (city, state) Regional of the 2021 NCAA Division III Softball Championship. To present the championship awards are NCAA Division III Softball Committee member/NCAA Site Representative \_\_\_\_\_ and Tournament Director \_\_\_\_\_.

“We will begin with the second-place team, the \_\_\_\_\_ (mascot) of \_\_\_\_\_ (institution). Student-athletes, please step forward as your name is read to accept your award. Team members include: (Read student-athletes’ names in order from the awards recipient form. Only student-athletes in uniform – **maximum of 20** – receive participant

medallions. Participant medallions will NOT be provided to coaches or other institutional personnel during the awards ceremony.)

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

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

-----  
“Now it's time to recognize the 2021 \_\_\_\_\_ (city, state) Regional champion, the \_\_\_\_\_ (mascot) of \_\_\_\_\_ (institution)!”

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

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

“Congratulations to the \_\_\_\_\_ (institution, mascot) – the \_\_\_\_\_ (city, state) Regional champion of the 2021 NCAA Division III Softball Championship! Best of luck in the championship !

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

**GUIDELINES FOR FIELD MAINTENANCE**

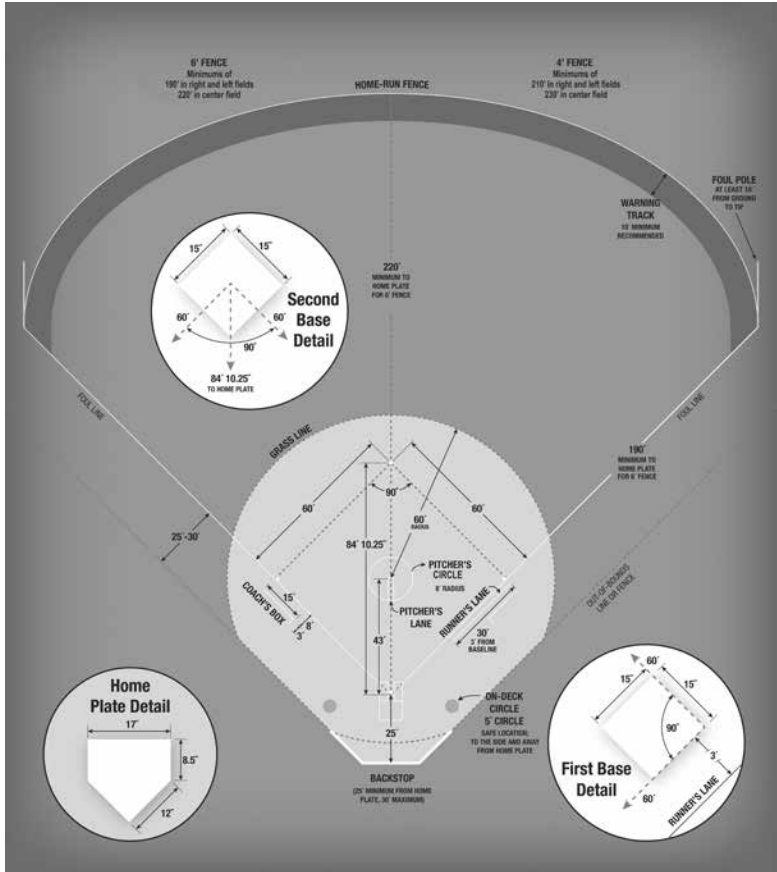
The outfield grass should be mowed as needed throughout the course of the championship. Foul lines should be marked on the game field on practice day for all teams. At the finals site, the NCAA logo should be repainted, as needed, with ample time for the paint to dry. Between games, arrange for necessary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

1. NCAA committee member/site representative.
  - a. Congratulate teams and introduce games committee.
  - b. Circulate sign-in sheet for coaches and administrators and collect awards recipient forms. Also 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. Coaches may add names of student-athletes not in uniform to the awards recipient forms so that they may be introduced with their team.
  - 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 5 additional institutional personnel).
  - 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 CDs/iPod playlists must be appropriate for all audiences and approved by the games committee. Teams must provide lyrics printed from the internet of all songs included in their warm-up music to the site representative/NCAA committee member the day before competition.
  - g. Review awards ceremony protocol.
  - h. Review postgame media procedures (e.g., following 10-minute cooling-off period, location of holding areas, winning team interviewed first after each game until the championship game, and then losing team interviewed first). Press conferences are closed to spectators and non-approved personnel. **Proper distancing and masking is required.**
  - i. Review rain delay procedures and inclement weather guidelines (**Appendix N**).

- j. Review umpire evaluation forms (**Appendix S**).
  - k. 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.
  - l. Review uniform logo policy (NCAA Bylaw 12.5.3).
  - m. Review banners and noisemakers policies.
  - n. Review alcohol and tobacco policies.
  - o. Review misconduct provisions (**Appendix H**). Read only key points of misconduct statement.
  - p. Read NCAA championship drug testing statement (**Appendix G**).
  - q. Distribute participants' credentials if not already provided to teams (maximum of 25 participant credentials and maximum of five bench passes, two of which must be for medical personnel).
2. Tournament director.
- a. Review schedule of events.
  - b. Review diagram of facility, including warm-up areas, and note special field considerations.
  - c. Review parking arrangements and distribute parking passes, if applicable.
  - d. Provide phone number for inclement weather updates.
  - e. Review severe weather emergency action plan.
  - f. Review plan for laundry service for advancing teams.
3. Host sports information director.
- a. Review postgame interview procedures.
  - b. Review the statistics that will be available after each game.
  - c. Provide press box phone number, if applicable.

4. Host athletic trainer.
  - a. Availability of athletic trainers and facilities.
  - b. Review medical procedures.
  - c. Review drug-testing procedures, if testing does occur.
5. Umpire crew chief/Umpire-in-chief.
  - a. Review rules of play modifications.
  - b. Team lineups are official when given to the umpire; lineups should be given to the scorer 20 minutes before game time.
  - c. Review protest procedures. (Rule 7.2 on pages 57-60 in the 2020 and 2021 NCAA Softball Rules Book.)
6. NCAA Softball Secretary-Rules Editor or NCAA committee member/site representative.
  - a. Review process for bat barrel compression testing.
  - b. Review process to select bats for compliance testing.



Site:

APPENDIX F

2021 NCAA DIVISION III SOFTBALL REGIONAL CHAMPIONSHIP

Administrative Meeting

<b>Institution</b>	<b>Head Coach</b>	<b>Cell Phone</b>	<b>Administrator</b>	<b>Title</b>	<b>Cell Phone</b>

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



### **NCAA Championship Drug-Testing Statement**

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

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

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

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

## MISCONDUCT

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

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

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

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

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

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

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

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

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

**ANNOUNCER'S INSTRUCTIONS****Pregame Protocol**

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

**End-of-Half-Inning Announcements**

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

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

**End-of-Sixth Inning and During Seventh Inning Announcements**

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

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

### **End of Competition Announcements**

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

### **Awards Ceremonies**

See awards ceremony scripts for regionals (**Appendix C-r**).

### **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. Game balls from Rawlings.
  - d. Awards.
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.
  - 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 S, T and U** in the host operations manual).
  - (1) Arrival times.
  - (2) Assignments.
  - (3) Review of expense reimbursement procedures (ArbiterPay).
- e. Announcer (**Appendixes B, I and J**).
  - (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 (add site representative's cell number to the distribution list to receive weather alerts).
  - (2) Phone number for local meteorologist.
  - (3) Severe weather emergency action plan.
- 5. Review championship packet materials (**Appendix V**).
- 6. Review pregame format (**Appendix M**).
- 7. Review the agendas for the administrative meeting (**Appendix E**) and the umpires meeting (**Appendix T**).
- 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.
- l. Ensure all signage with tobacco or alcohol, as well as all signage for corporate entities that are competitors of NCAA Corporate Champions and Partners, has been removed or covered.
- m. Emphasize neutrality for postseason competition sites (e.g., scorers, announcer, etc. should not wear apparel with institutional or conference logos).

## Home Team Determination for Four-team Regional Tournament

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

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

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

Game 10 - If a team that is 3-0 is designated as home team or follow the procedure above.

Game 11 - Opposite of Game 10.

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

Game 1:	Friday, Time:	Teams	Higher Seed=Home	Uniforms	
	No. 1 Seed		Home	Chooses Uniform Color:	
	No. 6 Seed		Visitor	Uniform Color:	

Game 2:	Friday, Time:	Teams	Higher Seed=Home	Uniforms	
	No. 2 Seed		Home	Chooses Uniform Color:	
	No. 5 Seed		Visitor	Uniform Color:	

Game 3:	Friday, Time:	Teams	Higher Seed=Home	Uniforms	
	No. 3 Seed		Home	Chooses Uniform Color:	
	No. 4 Seed		Visitor	Uniform Color:	

Game 4:	Friday, Time:	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
	Loser Game 1		H or V	No. of times home:	No. of times visitor:	
	Loser Game 2		H or V <small>(circle H or V)</small>	No. of times home:	No. of times visitor:	

Game 5:	Saturday, Time:	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
	Winner Game 1		H or V	No. of times home:	No. of times visitor:	
	Loser Game 3		H or V	No. of times home:	No. of times visitor:	

Game 6:	Saturday, Time:	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
	Winner Game 2		H or V	No. of times home:	No. of times visitor:	
	Winner Game 3		H or V	No. of times home:	No. of times visitor:	

**If 4 teams remain after Game 6:**

Game 7:	Saturday, Time:	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
	Winner Game 4		H or V	No. of times home:	No. of times visitor:	
	Loser Game 6		H or V	No. of times home:	No. of times visitor:	

Game 8:	Saturday, Time:	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:	
	Winner Game 6		H or V	No. of times home:	No. of times visitor:	

Game 9:	Saturday, Time:	Teams	Home/Visitor for Game	Determination of Home/Visitor		Uniform Color
	Winner Game 7		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 10:	Sunday, Time:	Teams	Home/Visitor for Game	Uniforms	
	Winner Game 8		Home	Chooses Uniform Color:	
	Winner Game 9		Visitor	Uniform Color:	

Game 11:	Sunday, Time:	Teams	Home/Visitor for Game	Uniforms	
<small>(if nec game)</small>	Winner Game 10		Home	Chooses Uniform Color:	



**PREGAME FORMAT**

<u>Minutes Prior to Game</u>	<u>Activity</u>
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.
17:00	Give one-minute warning to visiting team.
16:00	Visiting team takes infield.
9:00	Give one-minute warning.
8:00	Umpires and coaches meet at home plate for pregame meeting.
5:00	<p>Introductions. (Note: No players shall interact with umpires during team introductions.)</p> <ol style="list-style-type: none"> <li>1. Visiting team players and coaches (line up on baseline in front of first base dugout <b>when announced</b>, 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"> <li>a. Starters in batting order;</li> <li>b. Nonstarters in numerical order;</li> <li>c. Support staff; and</li> <li>d. Coaching staff (head coach last).</li> </ol> </li> <li>2. Home team players and coaches (line up on baseline in front of third base dugout <b>when announced</b>, facing dugout, and remain on baseline; first player lines up nearest home plate, and head coach lines up nearest third base). <ol style="list-style-type: none"> <li>a. Starters in batting order;</li> <li>b. Nonstarters in numerical order;</li> </ol> </li> </ol>

- c. Support staff; and
  - d. Coaching staff (head coach last).
3. Introduction of umpires (stand at home plate).
  4. National anthem (teams should face the flag, if there is one); national anthem will be sung or played only for first game of each session. (Note: If a moment of silence is approved, it should be observed before the anthem.)

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

### **SHORTENED PREGAME FORMAT**

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

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

**WEATHER DELAY POLICIES**

The NCAA Division III Softball Committee reserves the right to revise the game schedule due to inclement weather.

If inclement weather occurs and play is suspended:

1. All teams are expected to remain at the competition facility unless instructed otherwise by the NCAA representative.
2. If play may be resumed within 30 minutes of the time of the suspended game, each team will have a 10-minute warm-up period prior to resuming play.
3. If play has been suspended for 45 minutes and teams have remained on site, each team will have a 20-minute warm-up period prior to resuming play.
4. If play has been suspended for one hour or more and teams have remained on site, the NCAA representative will provide a 15-minute notification prior to the warm-up period, and then each team will have a 30-minute warm-up period prior to resuming play.
5. If play has been suspended for one hour or more and teams have left the competition facility, the NCAA representative will provide a 30-minute notification prior to the warm-up period, and then each team will have a 30-minute warm-up period prior to resuming play. [Note: Notification time may be extended due to extenuating circumstances (e.g., travel from the hotel etc.). However, no less than a 30-minute notification shall be provided prior to starting the warm-up period.]

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

**MEDIA CHECKLIST**

1. Pretournament Publicity.
  - a. Review the pre-championship manual/championship host operations manual.
  - b. Ticket information.
  - c. Press release highlighting participating teams.
2. Media Credentials.
  - a. Online credentialing system.
  - b. Distribution.
3. Lodging Recommendations (media should be able to receive team room rate). May not recommend team hotels in 20-21
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. If applicable
    - (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.- no locker room access in 20-21
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. With consent of coach and masked with proper distancing
  - 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](http://NCAA.com) ([ncaa-content@turner.com](mailto:ncaa-content@turner.com)) and JoAnn Nester at the NCAA national office ([jnester@ncaa.org](mailto:jnester@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](mailto:mwatsky@ncaa.org)).

12. Videographer.

This is optional in 20-21. There will be no banquet so banquet footage is not needed.

- 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 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](http://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](mailto:jason.venson@turner.com)

404-704-2493



## **NCAA Championships Microsite Guidelines**

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

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

### **Dining, Shopping and Attractions**

The following topics are permissible to house within your microsite:

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

### **Local News**

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

### **Venue and Transportation Information**

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

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

### **Volunteer Information**

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

### **Travel Information**

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

### **Selections, Preliminary Rounds and Broadcast Schedule**

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

**Email Sign-Up**

Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign-up: <http://www.ncaa.com/newsletter-signup/sports>.

**Logo Usage**

For championship logos, please submit a request to access the NCAA Digital Library at <https://sportgraphics.widencollective.com/t5/login>.

**Copyrights, Licensing, Trademarks and Corporate Marks**

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

- Host cannot promote or click through to any URL other than ncaa.com.
- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the micro-site.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the micro-site is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: <http://commerce.wazeedigital.com/license/home/ncaa.do>.
- The micro-site must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

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

**Social Media**

All social media icons should link to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at [NCAA.com/Social](http://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](mailto:nflannery@ncaa.org)) and Anne Clendenin ([aclendenin@ncaa.org](mailto:aclendenin@ncaa.org)). At a minimum, analytics should include the following five categories:

- Referral Pages
- Page Views

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

### **Local Contributor Recognition**

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

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

### **Microsite Examples**

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

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

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

If you have any questions, please contact:  
Anne Clendenin  
Assistant Director, Championships & Alliances  
317-917-6643  
[aclendenin@ncaa.org](mailto:aclendenin@ncaa.org)



## 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](mailto:mike.dodson@learfieldimgcollege.com); 859-226-4390) or Cindy Johnson ([cindy.johnson@learfieldimgcollege.com](mailto: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](http://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](mailto: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](mailto: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](mailto: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](mailto: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

<b>PLATE UMPIRE NAME:</b> _____						
	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.]

\_\_\_\_\_  
\_\_\_\_\_

<b>1<sup>st</sup> BASE UMPIRE NAME:</b> _____						
	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.]

\_\_\_\_\_  
\_\_\_\_\_

<b>3<sup>rd</sup> BASE UMPIRE NAME:</b> _____						
	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 U** in the host operations manual).
  - e. Review the umpire evaluation form (**Appendix S**). The NCAA site representative should fill in names of umpires on forms prior to each game and also distribute and collect forms.
  - f. Give illegal equipment to site representative.
2. Crew chief (CC)/Umpire-in-chief (UIC).
  - a. Schedule of events. [Note: Umpires must be at the competition site a minimum of one hour before the scheduled game time.]
  - b. Umpires' uniforms.
  - c. Ground rules and NCAA rules.
  - d. Procedures for assignment of umpires. The CC/UIC will assign umpires for the first day of competition. At regionals, the site representative will make assignments for each subsequent day of competition based on umpire evaluations and input from the CC. 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.

NCAA Division III Softball Championship

Umpires Meeting Agenda

Page No. 2

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- a. Distribute umpire packets (if not done so already) provided by the host institution.
- b. Distribute credentials, patches and hats.
- c. Review parking arrangements and provide parking passes, if necessary.
- d. Review hotel check-out procedures for final day of tournament.
- e. Identify umpire hospitality area and arrangements for meals.

## **RESPONSIBILITIES OF UMPIRES**

### CREW CHIEF (CC)/UMPIRE IN CHIEF (UIC):

1. Compile contact information and mileage/per diem information on form provided by NCAA staff and submit the completed form to the NCAA staff (Paige Newman; [pnewman@ncaa.org](mailto:pnewman@ncaa.org)) on the Monday following regionals and super regionals.
2. Attend the pretournament games committee meeting and the administrative meeting.
3. The CC/UIC will assign umpires for the first day of competition. At regionals the site representative will make subsequent assignments based on umpire evaluations and input from the CC. The CC/UIC will provide feedback to the umpire crew based on the evaluations.
4. Review the ground rules during the umpires meeting and during the administrative meeting.
5. Serve on the games and protest committees (unless involved in protest).

### HOME-PLATE UMPIRES:

1. Check the field for measurements, obstructions and general play conditions.
2. Review ground rules with coaches prior to every game.
3. Get official line-ups and report any changes to the official scorer and to the opposing team.

### ALL UMPIRES:

1. Dress in appropriate uniform, as identified by current NCAA Softball Rules. No patches other than the official NCAA patch are permitted.
2. Be available on the field a minimum of one hour before the scheduled game time.
3. Check all bats and other equipment used by the teams.
4. Register online for ArbiterPay. All fees and expenses for all umpires will be paid through ArbiterPay.

## APPENDIX U

5. TESTING REQUIREMENT- NEGATIVE ANTIGEN WITHIN 1 DAY OF ARRIVAL OR NEGATIVE . Testing upon arrival and quarantine until confirmed negative.
6. VACCINATION EXEMPTION – if umpire is fully vaccinated, pre-travel and on-site testing will be exempted. HOWEVER, the umpire still must register through the COVID-19 Testing Registration Process and upload vaccination certificate or proof of vaccination. The umpire still needs to go to the initial testing appointment on site to receive the exemption sticker for their credential.

**ITEMS FOR CHAMPIONSHIP PACKETS**1. 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 S**).
- \_\_\_\_g. Umpires meeting agenda (**Appendix T**).
- \_\_\_\_h. Responsibilities of umpires (**Appendix U**).
- \_\_\_\_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





**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](mailto:acrawford@tupeloraycom.com)



## A G E N D A

National Collegiate Athletic Association  
2021 NCAA Division III Softball Championship  
[REDACTED] Regional

Call-in number: 866-590-5055  
Access code: [REDACTED]

May 18, 2021  
11 a.m. Eastern Time

1. Congratulate teams.
  - a. Roll call.
  - b. Head Coach/Administrator(s) phone numbers.
2. Introduce games committee (NCAA Site Representative, Tournament Director, Softball Facility Manager and Umpire Crew Chief).
3. Review schedule of events.
  - a. Administrative meeting.
  - b. Practice schedule (based on travel distance).
  - c. Game schedule.
4. Review facility specifics.
  - a. Field specifics.
  - b. Warm-up area specifics.
  - c. Practice arrangements (closed).
  - d. Indoor practice facility (if inclement weather).
  - e. Videotaping of games.
5. Review squad size (20 eligible players in uniform, 25 in official travel party).
  - a. Credential list (submit by 5 p.m. Wednesday to tournament director and championship manager).
  - b. Awards recipient form (participant medallions for squad size – 20).

- c. Participant credentials (maximum of 25 per team).
  - d. Bench passes (in addition to credentials; maximum of five per team, two of which must be for medical personnel; provide free access to facility).
6. Lodging information. [All participating teams utilizing hotels must stay at the designated hotel(s) reserved by the host institution.]
  7. Transportation arrangements.
  8. Parking.
  9. Uniform requirement (2 sets of different colors) and logo policies.
  10. Warm-up music (lyrics printed from internet).
  11. Merchandise (preorder Event 1 merchandise).
  12. Bat testing.
  13. Drug testing.
  14. COVID testing
  15. Sports information arrangements.
  16. Medical arrangements.
  17. Questions.