

PARTICIPANT

MANUAL



**2014 SOFTBALL
CHAMPIONSHIP**
DIVISION I
PRELIMINARY ROUNDS

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SECTION 1 • INTRODUCTION

Congratulations on advancing to the 2014 NCAA Division I Softball Championship. The information in this manual has been compiled for your convenience and to help teams prepare for the championship.

SECTION 2 • NCAA MISSION STATEMENT

The Championships and Alliances staff strives to govern competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount. This is attained by:

Ensuring student-athletes' optimal experience.

Executing championship events reflecting appropriate quality and values to/for stakeholders – student-athletes, administrators, member institutions, coaches, fans, broadcast partners, corporate champions/partners and sport committees.

Coordinating all aspects of championships in an efficient, effective manner through common operating policies and practices, and using internal and external resources.

Integrating championships with broadcast and corporate relationships in a manner that maintains rich tradition and decorum of such events.

Assuring effective management of the business aspects of the operation.

Enhancing the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g. youth clinics, community programs, fan events, banquets, anniversaries, etc.)

SECTION 3 • TOURNAMENT PERSONNEL

Tournament Director Work: Cell: Email:	Facility Director: Work: Cell: Email:
Sports Information Contact: Work: Cell: Email:	Drug Testing:: Work: Cell: Email:
Ticket Manager: Work: Fax: Email:	Marketing & Promotions Director: Work: Cell: Email:
Other: Work: Fax: Email:	Other: Work: Fax: Email:

Other: Work: Fax: Email:	Other: Work: Fax: Email:
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SECTION 4 • SCHEDULE OF EVENTS

Section 4•1 Administrative Meeting

Insert information.

Section 4•2 Practices

Insert information.

Section 4•3 Game Schedule

Insert information.

Section 4•4 Religions Conflict Policy

Insert information.

Section 4•5 Weather Policy

SEVERE WEATHER POLICY FOR TERMINIATING PLAY

The NCAA representative or designee at the site of competition should make contact with the local weather bureau and obtain a telephone number to contact the weather bureau in the event of severe weather. It is imperative that those involved in the administration of NCAA championship events adhere to the advisories and recommendations provided by the local meteorologists.

The NCAA representative or designee should confirm the existence of the host institution or facility weather policy and determine what detection services are available.

Appoint one individual to serve as a weather-safety person. This individual should use all resources available (i.e., local weather bureau, NCAA lightning safety guideline and electronic detection equipment, if available) to determine if play should be terminated.

NOTE: The facility should be cleared at six miles.

As recommended by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports and the National Severe Storms Laboratory, consideration will be given to terminating play when the lightning is six miles away (flash-to-bang time of 30 seconds or less). This is an accepted method to determine the threat of lightning in situations where other sources (such as technology and instrumentation) are not available. (Please refer to the attached memorandum that was sent to directors

of athletics at all NCAA member institutions that explains the policy. In addition, a copy of the policy guideline has been attached.)

If available, electronic detection devices shall be used as additional tools to determine the severity of the weather. However, information obtained from such devices shall not be used as the only source to terminate play.

Lightning Safety. Information is available on the NCAA Web site in the Sports Medicine Handbook.

SECTION 5 • AWARDS – PARTICIPATION

Participant medallions will be given at regional and super regional sites to the non-advancing teams. Each non-advancing team will receive 20 medallions (squad size).

To order additional medallions, please go to <http://www.mtmrecognition.com/ncaa/>.

SECTION 6 • CHAMPIONSHIP FORMAT

Section 6•1 Format/Order of Games

Four-Team Regionals. The procedures outlined below shall be used in the conduct of all sixteen softball regional competitions. The regionals will be conducted for a three-day period. All regional competition should be completed no later than the Sunday prior to super regionals. [Exceptions (i.e., weather) may preclude the completion of competition by Sunday.]

If the regular game schedule is altered because of weather or unforeseen circumstances, the following guidelines may be used and teams will be informed by the NCAA representative: (1) No more than three games by any one team will be scheduled in one day; (2) If possible, games will not be scheduled to begin prior to 9 a.m. or after midnight; (3) If competition cannot be completed Sunday, the last time to start a regional championship game (i.e., Games 6 and "if" 7) to complete regional finals is the Monday immediately preceding the super regional at 11:59 p.m. (4) If play is suspended before games 6 and 7 and the regional competition ceases, see the rain delay advancement formula (page 17) outlined in this handbook. Prospective host institutions must submit recommended starting times for all games with the pre-bid materials for approval by the Women's Softball Committee.

Regional Competitions. The procedure listed below will be observed (games follow in chronological order - no exceptions to game order will be permitted):

- Day 1: Game 1 – No. 2 vs. No. 3
 Game 2 – No. 1 vs. No. 4
- Day 2: Game 3 – Winner Game 1 vs. Winner Game 2
 Game 4 – Loser Game 1 vs. Loser Game 2
 Game 5 – Winner Game 4 vs. Loser Game 3
- Day 3: Game 6 – Winner Game 3 vs. Winner Game 5
 Game 7 – Winner Game 6 vs. Loser Game 6 (if necessary)

In all four-team regional tournaments, Game 1 and 3 will be played on the first day; Games 3, 4 and 5 will be played on the second day; Games 6 and 7 (if necessary) will be played on the third day.

Super Regional Competition. The procedure listed below will be observed:

- Day 1: Game 1

Day 2: Games 2 and 3 (if necessary)

In all two-team super regional tournaments, Game 1 will be played on the first day; Games 2 and 3 (if necessary) will be played on the second day. Competition should be completed not later than Sunday before the Women's College World Series. [Exceptions (i.e., weather or television) may preclude the completion of competition by Sunday.]

Section 6•2 Determination Home/Away Teams

For all regional and super regional competition, the home team shall occupy the third base dugout, warm-up first and wear white uniform tops if it owns white uniform tops. The visiting team must wear a dark uniform top. The committee or its designee will resolve any conflict in the selection of uniforms. As a reminder, when teams play back-to-back games, they must be prepared to change uniforms, if necessary. By mutual agreement of the participating teams, teams playing back-to-back games may agree to stay in the same uniform color. Determination of uniform colors must be approved by the NCAA representative. Noncompliance with this policy may result in misconduct as outlined in the General Section of the Softball Championship Handbook.

Preliminary Rounds and Finals. The home team for the first round of regionals, super regionals and finals (four games) will be the higher-seeded team. In subsequent games, the home team shall be determined according to the following formula:

1. The games committee shall designate as home team the institution that has been home team the fewest times (regionals and finals are considered separately).
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 designated as 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 games between the same teams are back to back, the home teams shall be the visitor in the previous game regardless of the number of times either team have been home or visitors.
5. 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.
6. If the preceding formula does not prevail, the higher seeded team shall have the choice of being home team or visitors.
7. When teams play back-to-back games, they must be prepared to change uniforms and dugouts, if necessary.

Section 6•3 Protest Procedures

The protest procedures are outlined in Rule 7 of the 2015 and 2015 Rules and Interpretations book.

SECTION 7 • CHAMPIONSHIP OPERATIONS

Section 7•1 Banners and Artificial Noise Makers

No banners may be posted at the tournament other than the NCAA and approved media banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery.

Warm-Up Tapes. No warm-up tapes are permissible. Only band(s) and electronic scoreboard music will be used. The host institution will select and administer the music. Batter walk-up music is prohibited.

If a team does not have a band present, it may provide a tape of the institution's fight song to be played.

Section 7•2 Electronic Communication

The policies and procedures are outlined in Rule 9 of the Softball 2014 and 2015 Rules and Interpretations book. There is neither electronic communication nor videotaping from the dugout.

Section 7•3 Emergency/Evacuation Plan

Teams will receive specific detailed information regarding the evacuation plan at the administrative meeting. If there is any type of emergency while in the stadium, the NCAA representative and stadium officials will provide immediate instructions and will expect the full cooperation of everyone in your travel party. Team administrators will be the first line of communication provided time allows.

Please review the plan with members of your travel parties upon receipt.

Section 7•4 National Anthem

The "Star-Spangled Banner" shall be played before each session; if there is more than one session per day, the "Star-Spangled Banner" shall be played once per day (before the first session of the day).

Section 7•5 Pregame Protocol

The NCAA Division I Softball Committee determined that although it was the intent of the committee to provide a consistent and equitable experience for all student-athletes participating in preliminary-round competition, facilities and other circumstances do not always allow for this consistency. The committee established principles for practice and pregame warm-ups which will be followed according to facility availability.

Practice field available: All pregame warm-ups should take place on the practice field until the 24-minute on-field pregame protocol begins on the competition field.

No practice field available: If not practice field is available, pregame warm up may take place on the competition field (time on the field must be equal for both teams playing in that game) provided both teams complete warm ups at least 30 minutes prior to game time plus any additional time necessary for

the ground crew. Twenty-four minutes prior to game time, all teams will follow the designated 24-minute pregame protocol.

Example:	Game time 2 p.m.
1-1:15 p.m.	Home conducts infield and outfield pregame warm-up (using entire competition field).
1:15-1:30 p.m.	Visiting team conducts infield and outfield pregame warm-up (using entire competition field).
1:30 p.m.	Grounds crew finalizes field preparation.
1:36 p.m.	Start 24-minute established pregame protocol (see below).

NOTE: For back-to-back television games there will be a minimum 45-minute window from last pitch to first pitch at preliminary rounds (24 minute at WCWS) and warm up protocol shall be planned accordingly.

Batting Cages. If only one batting cage is available at the site, all teams will have equal time to its use prior to their game. The home team uses the batting cage first. The batting cage may be used while another game is in progress as long as it does not interfere with the game in progress. If two batting cages of equal quality are available, each team will use one cage each for warm-ups. (All teams have access to all equipment.)

Pre-game Protocol: If a practice field is available, team may warm-up on the practice field (equal amount of time for each team).

After both teams have completed use of the batting cages and warm-up areas (use of those facilities is established by the NCAA representative and tournament director), it is permissible to move *onto* the game field area for warm up under the following conditions:

1. The preceding game has ended and both participating teams have cleared the field and *dugout* area.
2. Team equipment is stored in the *dugout* or along the outfield fence (or sideline fence in the outfield) so the grounds crew may water the entire infield area (including foul territory).
3. Warm up prior to the designated warm-up time is limited to the outfield area nearest the team's *dugout* until the grounds crew has left the field.
4. If time remains after the grounds crew has completed its work, and prior to the start of the designated warm-up time, a team may field groundballs on the dirt in foul territory or fair territory behind first or third base in the outfield.

During the 24-minute pregame protocol, each team is allowed **five** minutes for line drills and will complete line drills on the field at the same time. Home team along the baseline between third and second and the visiting team along the baseline between first and second. Outfield warm-up will take place in the respective (right or left field, leaving centerfield open as a buffer/safety zone). Balls may be batted to outfielders.

Bullpens. Two separate bullpen areas of comparable composition to the competition field (dirt is preferred) and distance from dugouts must be provided. Bullpens must be separated from the spectator access area.

- Pitchers: Pitchers for the upcoming game may use the bullpen area while a game is in progress

only when the bullpen area is not in use by either of the participating teams (i.e., both bullpens *must* be open for this opportunity to be used and the opportunity ends if either participating team desires to use a bullpen).

Section 7•6 Scouting

The videotaping or filming of an opponent's game is not permitted. Institutions are permitted to videotape championship 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. The host institution shall provide a comparable location for both competing teams.

Section 7•7 Umpires

The NCAA Division I Softball Committee is responsible for the assignment of umpires to tournament sites. The NCAA Division I Softball Committee will work with the Softball Umpire Program to establish umpires at each site.

Section 7•8 Videotaping

Teams may only videotape their own games. Videotaping for scouting is above (Section 7.6).

- Participating teams may videotape only games in which they are a participant, from centerfield. If centerfield is not available, the host institution will provide an area in which all teams have equal access. Teams may videotape any game at the site of competition from the video truck if the game is being broadcast. Teams, however, may not videotape and tape their own games from the video truck; they must choose one or the other.
- Recording from the dugout is PROHIBITED during NCAA postseason play. (See Rule 5.9.3 of the NCAA Softball Rules Book).
- Mounted Cameras. See A.R. 5.9.3 of the NCAA Softball Rules Book.

SECTION 8 • COMPETITION SITE

Section 8•1 Competition Site Maps

Insert information.

Section 8•2 Facility Information

1. Outfield dimensions:
 - a. Right: [dimensions]

- b. Center: [dimensions]
- c. Left: [dimensions]
- 2. Backstop, sideline and outfield fences [type – chain link; wood]
- 3. Outfield composition:
- 4. Infield composition:
- 5. Concessions on site for purchase.
- 6. Restroom on site (permanent and portable).
- 7. Warm-up area [location].
- 8. Dugouts are covered and enclosed.
- 9. Bullpen areas: [location, number, etc.]
- 10. Batting cages: [location, number, etc.]
- 11. Equipment provided for practice and warm-ups.

Any other information you think would be helpful for the visiting teams.

Section 8•3 Locker Rooms

Insert information.

Section 8•4 Parking

Insert information.

Section 8•5 Participant Entrances

Insert information.

Section 8•6 Practice Areas

Insert information.

SECTION 9 • DIRECTIONS

Insert information.

SECTION 10 • DRUG TESTING

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

Section 10•1 Athlete Notification

Team Championships

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

Section 10•2 Media Obligations

Team Championships

Each team is provided a post-game cool-down period. At the conclusion of the cool-down period, a member of the drug testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. If a selected student-athlete is scheduled to participate in any postgame news conference, he/she is required to attend the news conference first. The student-athlete will be escorted to the drug testing area after all of his/her media obligations have been fulfilled.

Section 10•3 Next Day Testing

Team Championships

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

Section 10•4 Participating Institution's Notification

Team Championships

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

Section 10•5 Prolonged Test

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

Section 10•6 Testing Process

Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed within 20

minutes. If the student-athlete is unable to provide an adequate specimen, he/she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

SECTION 11 • EQUIPMENT

Section 11•1 Balls

The Worth NC12L (.47 COR) is the official softball for the championship. Worth L.L.C. will supply balls for all championship rounds; no other softball shall be used.

Championship softballs (7 dozen per regional site; 3 dozen per super regional site) will be sent from the manufacturer directly to the attention of the tournament director. If the softballs do not arrive by 6 p.m. Eastern time, Tuesday before competition, please contact Sharon Cessna immediately at 317/917-6519 (office), 317/966-6451 (cell) or scessna@ncaa.org.

Scuff during practice – one dozen per team.

Game balls should be available two hours prior to each game for each team. Each team is asked to scuff game balls during practice. The balls being scuffed should not be used for hitting practice. Scuffed balls should be returned to the NCAA representative prior to the teams' leaving the field.

One new game ball should be given to each team prior to the start of each game. The game ball should be returned to the umpire.

Section 11•2 Bats/Bat Testing

Bats used in competition **MUST** appear on the NCAA Approved Softball Bat List. The bat list will be updated the second Monday of December, March, April and July at 9 a.m. Eastern time. You can access the list at www.sup.arbitersports.com. Additional lists will be posted when a manufacturer withdraws a bat model or the results of bat testing dictate assessing strikes and or removing a model.

Coaches are reminded bats are to be checked prior to every game. Please provide umpires with a current bat list and highlight the bats your team will be using during each game.

Bat Testing. Bat testing will be conducted daily during all NCAA Division I postseason rounds. The host will provide a WSU bat testing machine.

SECTION 12 • EXPENSES/REIMBURSEMENT

Section 12•1 Per Diem

Each team is limited to 20 eligible players in uniform and an official traveling party of 28, including one sports information director.

After a regional or super regional has begun, no changes may be made in a team roster for any reason. This procedure will also be followed at the finals, although the same players need not be designated for preliminary rounds and finals competition.

The number of individuals in the dugout shall not exceed 27; if the host institution provides bat handlers, 28 individuals will be permitted.

An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition. There shall be no inordinate delay of the contest to allow a competing institution to conform to the rule.

Section 12•2 Travel Expense System (TES)

Transportation expenses will be provided for an official traveling party of 28 persons.

Reimbursable ground transportation. For team championships, if the institution is located more than 50 round trip miles from the site of competition or the departure airport, or if the arrival airport is located more than 50 round trip miles from the site of competition, the institution is eligible for reimbursement of ground transportation costs. The NCAA will not reimburse actual costs for ground transportation. Instead, a flat rate will be given to all eligible institutions. This amount may vary by championship, so please refer to the NCAA travel policies for specific details. The travel policies can be found at: <http://www.ncaa.org/championships/travel/championships-travel-information>

SECTION 13 • LODGING

Section 13•1 Team Hotel(s)

Insert information.

Section 13•2 Spectator Hotel(s)

Insert information if applicable. Delete section if no information to provide.

SECTION 14 • MEDIA SERVICES

Section 14•1 Credentials (Participant, TV and Photo)

Insert information.

Section 14•2 Interview Process

After each game, locker/team rooms will be open to the media for 15 minutes after the conclusion of the scheduled 10-minute cooling-off period. The timing of the cooling-off period begins when the coach enters the locker room after the game.

Postgame. A 10-minute cooling-off period is scheduled to allow a coach to meet with the student-athletes in the locker/team room after the game. This period begins when the coach enters the locker room after the game. Following the conclusion of the cooling-off period there will be a press conference for each team. The winning team will attend the press conference first, followed by the non-winning team.

Coaches must report to the media room for postgame press conferences immediately following the cooling-off period. No coach may delay a press conference with the covering media to conduct an interview with a single newspaper, radio, or television entity except to conduct a short interview with the rights-holding television broadcaster. After completing the scheduled press conference with the media covering the championship, coaches and student-athletes may participate in one-on-one interviews.

Each coach will participate in the postgame press conference with up to three student-athletes from each team. Media will be polled in the final minutes of the game for their choices of players to participate in the press conference. The names of the selected student-athletes will be communicated to the institution's sports information director. If a student-athlete is requested, she **MUST** attend the postgame press conference.

Section 14•3 Television

Please refer to the NCAA Broadcast Manual policies and guidelines: <http://www.ncaa.com/media>.

Section 14•4 Webcasting

Insert information.

SECTION 15 • MEDICAL

Section 15•1 Ambulance

Insert information.

Section 15•2 Athletic Training

Certified athletic trainer(s) shall be available in the athletic training facility and assist the participating institutions' sports medicine staff. Certified athletic trainer(s) shall be on site for each scheduled practice or contest. Physician(s) will be on-call or on site for all practice and game days, depending on the sport. When applicable, the host institutions shall provide specialty physicians (e.g., dermatologists, orthopedic, ophthalmologist), dentist, x-ray technicians, emergency medical technicians (EMTs) or licensed massage therapists.

Section 15•3 Championship Medical Contacts

Insert information.

Section 15•4 Concussion Management

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

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

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

For further details please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions."

Section 15•5 Hospitals and Emergency Services

Insert information.

Section 15•6 Physicians

Insert information.

Section 15•7 X-Rays

Insert information.

SECTION 16 • PARTICIPANT EXPECTATIONS/GUIDELINES

Section 16•1 Ethical Behavior by Coaches

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

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

Section 16•2 Misconduct/Failure to Adhere to Policies and Procedures

Misconduct. 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. Each games committee shall hold an administrative meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

Failure to Adhere to Policies and Procedures. A governing sports committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing championships administration.

Section 16•3 Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Section 16•4 Sports Wagering

The NCAA defines sports wagering as putting something at risk- such as an entry fee or a wager- with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

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

Section 16•5 Tobacco Ban

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

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

Rule 13.9 of the Softball 2014 and 2015 Rules and Interpretations book is also enforced during all rounds of the championship.

SECTION 17 • SQUAD SIZE/TRAVEL PARTY

Section 17•1 Dugout Size

The number of personnel permitted in the dugouts during postseason competition is 30. In addition, one (1) media credential for the sports information director and two (2) all-access credentials for institutional administrators will also be provided (total of 33 credentials). Only the 33 credentialed personnel will be permitted in credentialed required areas (e.g. team warm-up areas, locker/team rooms, etc.). The squad size and official travel party will remain at 20 and 28 respectively.

Section 17•2 Squad Size/Travel Party Size

Each team is limited to 20 eligible players in uniform and an official traveling party of 28, including one sports information director.

After a regional or super regional has begun, no changes may be made in a team roster for any reason. This procedure also will be followed at the finals, although the same players need not be designated for preliminary rounds and finals competition.

An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition. There will be no inordinate delay of the contest to allow a competing institution to conform to the rule.

SECTION 18 • TEAM TRAVEL/TRANSPORTATION

Section 18•1 Local/Ground Transportation

Charter Buses.

Company – [telephone]

Local Rental Vehicles.

Company – [telephone]

Airport Rental Vehicles.

Company – [telephone]

Section 18•2 Short's Travel Management

The participating institution shall be completely responsible for making its own travel reservations in accordance with the following:

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

The NCAA has adopted the following policies with respect to the travel and expenses incurred by the competing institution:

1. **Air Transportation.** Participating institutions shall be required to make all air travel arrangements with the official travel agency for the approved travel party. The NCAA will pay the agency directly for such costs. Institutions who fail to use the official agency will not receive reimbursement for their travel. When reasonable commercial space for air travel is not available, chartered flights may be offered to the traveling institution. In this case, the cost of the chartered flight will be fully paid for by the NCAA, for the official traveling party. If reasonable commercial space is available but the institution chooses to travel by charter, the NCAA will only cover the cost of the commercial flight. The institution will be responsible for any additional cost for their chartered flight and will be billed by the official travel agency. In addition, the institution may choose to take additional travelers over the allowable travel party size. The cost for additional travelers must be paid by the institution. All charter arrangements must be made through the official travel agency. The NCAA travel department is responsible for making the determination of what should be considered reasonable options for the official traveling party.

The NCAA will reimburse fees for checked baggage charged by commercial airlines. While we encourage you to take as few bags as necessary, a maximum of two bags per person will be reimbursed. Fees for oversized or overweight bags will not be reimbursed.

The NCAA will not reimburse fees charged by the airlines to pre-assign seats, choose premium seats, or receive priority check-in.

2. **Hub Rule.** If an institution is eligible to use air transportation to the site of the tournament game, and there is a major airport located within 150 miles of the tournament site, then the participating institution is required to fly into/out of that airport and utilize ground transport to and from the site of competition. This also applies if the originating airport is located within 150 miles of the participating institution's campus. This policy only applies when airfare is less expensive from the more distant airport. The NCAA travel staff may increase this mileage limit if circumstances warrant.
3. **Ground Transportation.** Teams located within the designated mileage limit of the competition site are required to travel via ground transportation. Mileage reimbursement is calculated using the mileage calculator available through the online reimbursement system.

Local transportation is not reimbursable by the NCAA and must be paid by the institution. Transportation between the team's hotel and the competition or practice site is considered local transportation. Please see the NCAA travel policies for the applicable mileage limits.

For individual-team sports, when teams are required to travel by ground transportation to the site of competition or are eligible for reimbursement at the site, reimbursement will be provided at a rate of 50 cents per mile, per participant, not the actual cost of ground transportation.

For team sports, when teams are required to travel by ground transportation to the site of competition or are eligible for reimbursement at the site, bus transportation will be provided through the NCAA charter bus transportation program.

Charter Bus Transportation Program

Participating institutions shall be required to make all ground transportation arrangements with the official NCAA provider, GO Ground Options. The NCAA will pay for the services directly. Institutions will not have to seek reimbursement for the ground transportation costs that are reimbursable under the NCAA travel policy. For the charter bus costs that are not covered by the NCAA travel policy, an institution will have the option, at its own expense, to use the charter bus services contracted by GO Ground. Institutions will be required to pay for those services at the time the reservations are made with GO Ground.

The NCAA will pay the actual costs for charter buses. The number of buses paid for is determined by the travel party size for each sport. Per the transportation policies, the NCAA will reimburse the following:

Teams that are required to drive to the site of competition: The NCAA will pay the actual costs of the bus for the round trip from campus to the site of competition, including all days at the site.

Teams that fly to the site of competition: If campus is 25 miles or more from the departure airport, the NCAA will pay the cost of the airport transfers, both on departure and on return.

If the arrival airport is 25 miles or more from the site of competition, the NCAA will pay the cost of the bus for the day the team arrives and the day the team departs. Any days in between are considered local transportation and are at the expense of the institution.

If either of the legs described above are less than 25 miles, no costs will be paid by the NCAA since local transportation is at the cost of the institution.

Institutions can contact GO Ground at 866/386-4951. Their online ground transportation portal can be accessed at www.gochampionship.com. The username and password is the same as that used for the Short's Travel portal.

4. **Per Diem.** Per diem will be paid for the allowable travel party. The per diem rate and allowable days can be found in the NCAA travel policies.
5. **Expense Reimbursement.** Team expense reports should be filed online through the Travel Expense System (TES). The login information for the system is the same as that used for the Short's travel portal. The system can be accessed at: <https://web1.ncaa.org/TES/exec/login?js=true>

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

6. **Travel Exceptions.** Be advised that if extraordinary circumstances warrant an exception to the travel policies, you must contact the NCAA travel department for approval BEFORE making any

travel arrangements. The travel group can be reached at 317.917-6757, or by email at travel@ncaa.org.

SECTION 19 • TICKETS

Section 19•1 Complimentary Tickets/Pass List(s)

No complimentary tickets are permitted for NCAA championship competition. Each participating team is guaranteed the right to purchase tickets.

Section 19•2 Player/Guest Tickets

Player Pass Gate. If institution's wish to purchase tickets for its players, a player complimentary entrance must be available for those individuals to be admitted to the competition.

Section 19•3 Prices

Insert information.

Section 19•4 Team Allocations

Each participating team is guaranteed a minimum of fifty tickets. The host must contact each institution with instructions for purchasing and returning these tickets. The host institution should have in place the ability to direct bill the visiting institutions for tickets purchased on consignment. If reserved seating is used, comparable seats must be made available to all participating institutions. The host institution must be notified of tickets that will not be used by the visiting team or additional ticket needs (by 5 p.m. local time Tuesday before competition).

Section 19•5 Ticket Office Contact Numbers

Insert information.

Section 19•6 Will Call

Insert information.

SECTION 20 • UNIFORMS

Section 20•1 Uniform Color

Each competing team selected for the NCAA championship must bring two sets of uniforms of different colors. The home team shall wear white uniforms if it has white uniforms. The two teams must wear contrasting colors. As a reminder, when teams play back-to-back games, they must be prepared to change uniforms, if necessary. By mutual agreement of the participating teams, teams playing back-to-back games may agree to stay in the same uniform color. Determination of uniform colors must be approved by the NCAA representative. Noncompliance with this policy may result in failure to follow procedures as outlined in the NCAA Division I Manual. Each team is limited to eligible players in uniform, coaches, trainers and managers on the field, in practice areas, on the bench and in the dugout, all of whom shall be in appropriate team colors.

Section 20•2 Logo Policy

Reference: Bylaw 12.5.4 in the NCAA Divisions I Manual.]

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met.

- (a) Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
- (b) The student-athletes institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athletes institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

SECTION 21 • HOST CITY INFORMATION

Section 21•1 Worship Services

Insert information.

Section 21•2 Dining Options

Insert information.

Section 21•3 Local Attractions

Insert information.

APPENDIX A • TRAVEL PARTY ROSTER

2014 NCAA Division I Softball Championship OFFICIAL TRAVEL PARTY (28) Additional Credentials (5)

Please e-mail or fax this completed form to [tournament director] by 5 p.m. Eastern time, Monday, May 12. In addition, please hand-carry a copy of the form to the mandatory administrative meeting. Individuals listed on this form must be an institutional representative and will be at the championship in an official capacity.

Institution: _____

STUDENT-ATHLETE PARTICIPANTS

1. _____	11. _____
2. _____	12. _____
3. _____	13. _____
4. _____	14. _____
5. _____	15. _____
6. _____	16. _____
7. _____	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____

COACHES

21. Head Coach: _____	Cell Phone: _____
22. Asst. Coach: _____	Cell Phone: _____
23. Asst. Coach: _____	Cell Phone: _____
24. Asst. Coach: _____	Cell Phone: _____

OTHER STAFF (Administrator, manager, SID)

25. _____	Title: Administrator
26. _____	Title: Trainer
27. _____	Title: SID
28. _____	Title: _____

ADDITIONAL CREDENTIAL (must have an official championship responsibility)

29. _____	Title: _____
30. _____	Title: _____
31. _____	Title: _____

32.		Title:	
33.		Title	

APPENDIX B • TIMING SHEET

TIMING SHEET With National Anthem

_____ vs. _____

DAY, DATE, [2:30 p.m.]

Game #1

Event	Pre-game time	Time
Gates open.	60:00	1:30 p.m.
Grounds crew field prep.	24:00	2:06 p.m.
Line drills.	17:00	2:13 p.m.
Umpires/coaches at home plate	12:00	2:18 p.m.
National Anthem	10:00	2:20 p.m.
Team introductions (non-starters followed by starters).	6:00	2:24 p.m.
1. Visiting team (lines up on the baseline in front of the dugout, facing dugout; first player lines up nearest home plate, with last person named lining up nearest first base.		
2. Home team (lines up on the baseline in front of dugout, facing dugout; first player lines up nearest home plate, last person named lining up nearest third base).		
3. Introduction of umpires (stand behind home plate).		
Teams take field	2:00	2:28 p.m.
Game begins.	0:00	2:30 p.m.

TIMING SHEET
Without National Anthem

vs.

DAY, DATE, [7:30 p.m.]

Game #2

Event	Pre-game time	Time
Grounds crew field prep.	24:00	7:06 p.m.
Line drills.	13:00	7:17 p.m.
Umpires/coaches at home plate	8:00	7:22 p.m.
Team introductions (non-starters followed by starters).	6:00	2:24 p.m.
1. Visiting team (lines up on the baseline in front of the dugout, facing dugout; first player lines up nearest home plate, with last person named lining up nearest first base.		
2. Home team (lines up on the baseline in front of dugout, facing dugout; first player lines up nearest home plate, last person named lining up nearest third base).		
3. Introduction of umpires (stand behind home plate).		
Teams take field	2:00	7:28 p.m.
Game begins.	0:00	7:30 p.m.