



Centennial Conference Softball Championship Guidelines

Pre-Tournament Conference Call

A Conference call with head coaches and administrators of the teams advancing to the tournament will be held on **DATE and TIME TO BE ANNOUNCED**. A representative of the host institution, the games committee chair and/or the Conference staff liaison also will participate on the calls. The information that will be reviewed is listed below.

I. THE CHAMPIONSHIP

Games Committee

The Conference Office will name a games committee to assure the proper conduct of the tournament championship. The committee will generally be comprised of, but not limited to, the host Director of Athletics and/or Senior Woman Administrator, and representatives of the visiting team and the Conference Office.

Host Administrator:

Conference representative:

#2 seed representative:

#3 seed representative:

#4 seed representative:

Play-In (site TBA): Wednesday, May 4, 3 p.m. (suggested start time)

Championship Dates and Times (at No. 1 seed)

Saturday, May 7

Day 1, Game 1: No. 3 vs. No. 2 (home team), 10 a.m.

Day 1, Game 2: No. 4 vs. No. 1 (home team), 30 minutes following conclusion of game 1

Day 1, Game 3: Loser of Game 1 vs. Loser of Game 2, 30 minutes following conclusion of game 2

Day 1, Game 4: Winner of Game 1 vs. Winner of Game 2, 30 minutes following conclusion of game 3

Sunday, May 8

Day 2, Game 5: Loser of Game 4 vs. Winner of Game 3, 12 p.m.

Day 2, Game 6: Winner of Game 4 vs. Winner of Game 5, 30 minutes following conclusion of game 5

Day 2, Game 7: if necessary, 15 minutes following conclusion of game 6

Conflicts will be worked out between the committee chair and the Conference Office. Travel expenses and time will be taken into consideration for start times and order of semifinal games.

II. CHAMPIONSHIP ADMINISTRATION

please review pages 28-30 of the 2004-05 Centennial Conference Manual for more information.

Officials

The Conference Office, in cooperation with the host institution, will secure a team of umpires for the Conference championship tournament. The team of umpires will consist of four umpires for the entire weekend, including an Umpire-in-Chief. Members of the coaching staff or other representatives of participating institutions shall not make public statements critical of officiating in any Centennial Conference playoff game.

Uniforms

Each team must bring two sets of uniforms of different colors. The home team may not wear the same color as the visiting team. Determination of uniform colors must be approved by the games committee. As a reminder, when teams play back-to-back games, they must be prepared to change uniforms, if necessary. In competition and during related ceremonies (pre-game/warm-up, introductions, award ceremonies and post-game interviews), student-athletes in the championship shall wear exclusively the official game uniforms of their institutions. This applies to warm-up uniforms as well as competitive uniforms.

Locker Room Assignments

Provided by host institutions during conference call.

Team Benches / Dugouts

The higher seed will use the third-base dugout / bench.

Determining the Home Team

1. The games committee shall designate as home team the institution that has been home team the fewest times.
2. If two teams have been the home team an equal number of times, the team that has been the visitor most often shall be designated as home team.
3. If two teams have been 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

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 coin, whichever way the coin comes up (heads or tails) is the team that gets to call flip No. 2.

Flip No. 2

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

Practice at Championship Site

No practice will be permitted at the team championship site (host team excluded) prior to game day. No practice is permitted on the game field prior to the warm-up for the first game. Prior to the championship game, the facility will be made available for official warm-ups 45 minutes prior to the start of play.

Practice Schedule

It is suggested that batting practice be arranged on a field other than the tournament field in the event that more than one game is to be played on a given day. Each team will be permitted a maximum of eight minutes for infield practice before each game. Ground balls will be permitted before the eight-minute warm-up in foul territory.

Length of Contests

All games shall be seven innings, except that a five-inning eight-run rule will be used in all rounds of the tournament. If play is stopped before a seven-inning game is completed and the eight-run rule is not in effect, it shall resume at the point of interruption.

National Anthem

The national anthem will be played before each day's session.

Laundry Service

Please contact the host institution ASAP if you have a special request so that arrangements can be made.

Filming / Videotaping

If teams need special arrangements for videotaping its contest, please contact the host institution ASAP.

Training / Medical Services

Please contact the host institution ASAP if you have special needs so that arrangements can be made.

Incomplete Tournament Policy

(note correction from p. 73) If a tournament cannot be completed by the end of the day on May 8, and each team has completed at least one tournament contest, the highest remaining seed will be the Conference's champion and automatic qualifier to the NCAA tournament. Otherwise, the top seed as determined by the regular season will receive the automatic qualifier.

Lodging

Please inform the Conference Office of your lodging plans.

Trophy

The previous year's champion is responsible for bringing the championship trophy to the championship site. The trophy **must** be engraved (updated) by the previous year's champion (2004-McDaniel).

Trophy Presentation: The Centennial Conference championship trophy will be presented immediately following the conclusion of the championship game. Both teams are requested to return to their respective benches after post-game handshakes. A short ceremony will follow with the captain(s) being called forward to receive the trophy.

III. HOST INSTITUTION RESPONSIBILITIES

Contacts: **Tournament Manager/Director:**
 Athletic Trainer:
 Sports Information Director:

Budget

The home institution is responsible for **securing and paying** the personnel needed to ensure the best possible operation of the playoff contests, including security: scoreboard operator, official scorers (2), and public address announcer. All game management expenses are paid by the host institution (not reimbursable by the Conference). The host institution should complete the attached budget report and return to the Conference Office immediately following the contest.

Crowd Control

The responsibility for crowd control rests with the director of athletics of the host institution. Host institutions must provide adequate security for effective crowd management. The host Director of Athletics or Senior Woman Administrator shall be prepared to use the public address system at the first sign of unsportsmanlike crowd behavior and request cooperation in maintaining proper playing conditions. The following announcement should be made:

"The Centennial Conference 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 or sexist comments, 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."

Official Scorer

The official scorer for each game will receive \$20 per game. His/her duties are outlined in the 2005 NCAA Softball Rules (p. 180-200). The official scorer should sit in the stands or press box.

Programs

The host institution is responsible for the production of 100 programs (or a typical amount for a regular-season home game) for a play-in game and 350 programs total (minimum) for the tournament games.

Public Address Announcer

The PA announcer for the Conference tournament shall be impartial. Any music played once the first pitch is thrown **must** be impartial and not derogatory toward visiting teams. By rule, "Audio may not be played in a manner that may incite spectators to react in a negative fashion to umpires' decisions or to visiting players."

Statistics

The host Director of Sports Information is responsible for contacting the following outlets with the score and submitting a copy of the official box score immediately following the contest: NCAA, Philadelphia Inquirer, Baltimore Sun, Harrisburg Patriot, Conference Office, the SIDs of all participating playoff teams, and to local and regional media. The official NCAA box score form is available on the NCAA website and shall be the only form used at any tournament site.

Tickets

No admission charge will be assessed at the tournament.



SOFTBALL CHAMPIONSHIP BUDGET REPORT 2005

HOST SCHOOL _____

HOST ATHLETIC DIRECTOR _____

CHAMPIONSHIP EXPENSES

A. GAME OFFICIALS \$ _____

- | | | |
|----------|--------|----------|
| 1. _____ | Umpire | \$ _____ |
| 2. _____ | Umpire | \$ _____ |
| 3. _____ | Umpire | \$ _____ |
| 4. _____ | Umpire | \$ _____ |
| 5. _____ | Umpire | \$ _____ |
| 6. _____ | Umpire | \$ _____ |
| 7. _____ | Umpire | \$ _____ |
| 8. _____ | Umpire | \$ _____ |
| 9. _____ | Umpire | \$ _____ |

B. SUPPORT PERSONNEL \$ _____

- | | | |
|----------|--------|----------|
| 1. _____ | Scorer | \$ _____ |
|----------|--------|----------|

TOTAL EXPENSES \$ _____

Signature _____