

2018 District I

Softball Championships



Participant Manual

May 9-11, 2018

Hosted by:
Lansing Community College
422 N. Washington Square
Lansing, MI 48901

Main Switchboard: 517.483.1957
Athletic Department: 517.483.1610
Athletic FAX: 517.483.1652

INTRODUCTION

Congratulations! Your team is in the running for the NJCAA Softball District I Championship Tournament. The district championship will be held May 9-11, 2018 at Ranney Park, Lansing, Michigan. Lansing Community College will serve as the host institution.

This participant manual will be helpful as a guide to the policies and procedures governing the administration and conduct of this championship event. This manual will also provide a schedule of events at the championship site.

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

NJCAA Region XII Past Softball Champions

Division II – District I Champion

2017 Lansing Community College
2016 Lansing Community College
2015 Owens Community College

Division II–District G Champion

2014 Kalamazoo Valley Community College
2013 Kalamazoo Valley Community College
2012 Muskegon Community College
2011 Owens Community College
2010 Muskegon Community College
2009 Lansing Community College
2008 Lansing Community College
2007 Lansing Community College
2006 Kalamazoo Valley Community College
2005 Owens Community College
2004 Lansing Community College
2003 Lansing Community College
2002 Lansing Community College
2001 Lansing Community College
2000 Lansing Community College

Division I - Region XII Champion

1999 Lakeland Community College
1998 Grand Rapids Community College
1997 Grand Rapids Community College
1996 Lakeland Community College
1995 Lake Michigan College
1994 Lake Michigan College
1993 Lake Michigan College
1992 Lake Michigan College
1991 Lake Michigan College
1990 Lake Michigan College

Division II District J Champion

2017 Oakland Community College
2016 Mott Community College
2015 Macomb Community College

Division II–District H Champion

2014 Oakland Community College
2013 Cuyahoga Community College
2012 Mott Community College
2011 Oakland Community College
2010 Mott Community College
2009 Macomb Community College
2008 Oakland Community College
2007 Delta College
2006 Oakland Community College
2005 Oakland Community College
2004 Cuyahoga Community College
2003 Macomb Community College
2002 Oakland Community College
2001 Macomb Community College
2000 Lake Michigan College
1989 Lake Michigan College
1988 Lake Michigan College
1987 Lake Michigan College
1986 Kalamazoo Valley Community College
1985 Lake Michigan College
1984 Lake Michigan College
1983 Lake Michigan College
1982 Lake Michigan College
1981 Lake Michigan College
1980 Macomb Community College

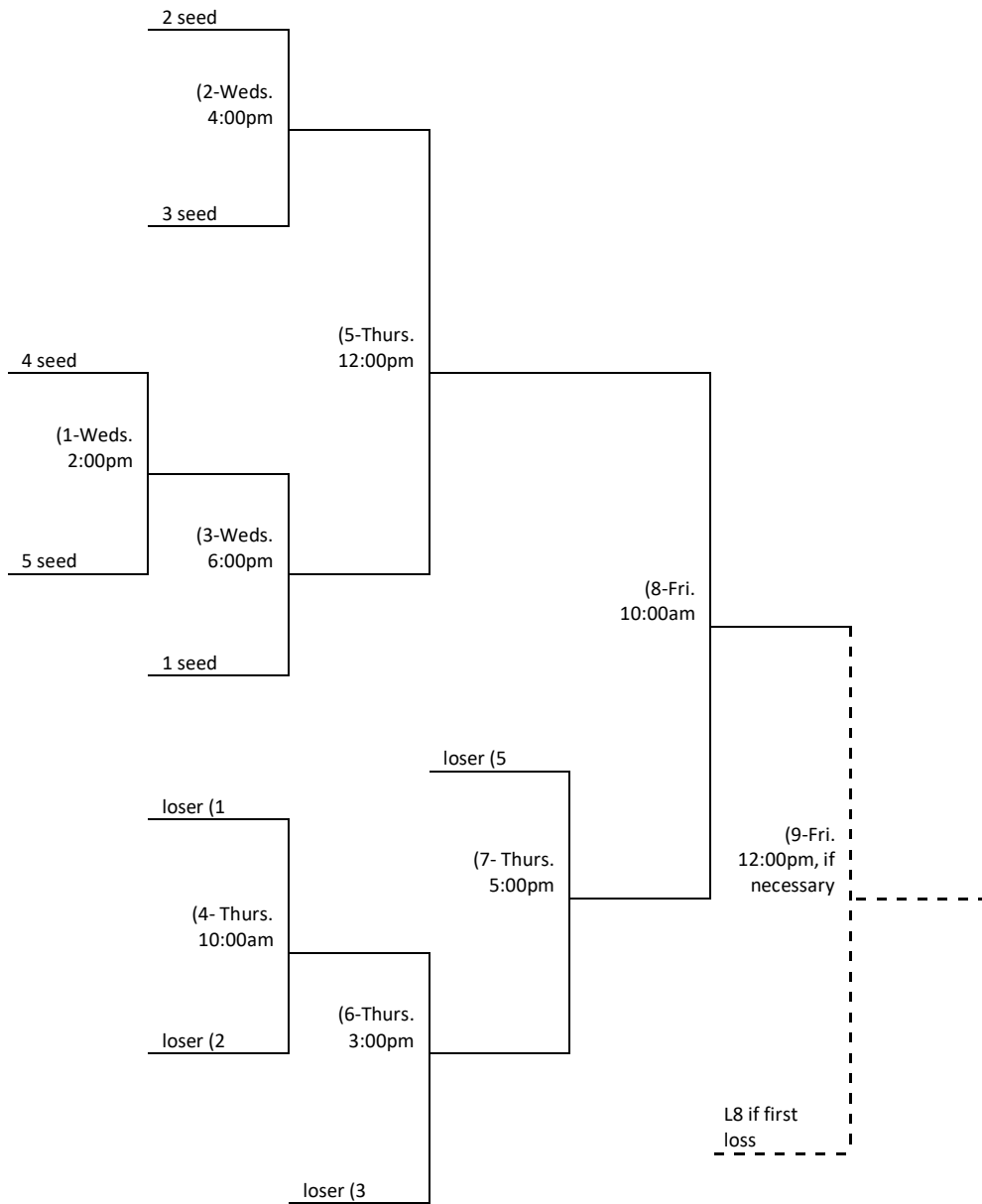
District I Softball Championship Tournament Personnel

Title	Name	Phone Numbers
Tournament Director	Greg Mallek Lansing CC Athletic Director	Work: 517.483.1622 Cell: 989.529.5334
NJCAA Representative	Greg Mallek Lansing CC Athletic Director	Work: 517.483.1622 Home: n/a Cell: 989.529.5334
Director of Officials	Kevin Billeau	Work: n/a Home: 616-454-3821 Cell: 616-481-7705
Media Coordinator	Tod Hess	Work: n/a Home: n/a Cell: 248-884-9088
On-Site Athletic Trainer	Kyle Knapp	Work: n/a Home: n/a Cell: 248.890.8413
Facilities Coordinator	Greg Mallek	Office: 517.483.1622 Cell: 989.529.5334
Hospitality Coordinator		Work:
Host Athletic Director	Greg Mallek	Work: 517.483.1622 Cell: 989.529.5334

Schedule of Events

5-Team, double elimination Tournament

2017 NJCAA Region XII Softball Championship District I Bracket



Entry Fee

Once the teams qualify for this tournament (see Region XII Regulations for qualifying requirements), please process the Entry Fee of \$550.00 (Attachment 2 is an invoice) made out to Lansing Community College and mailed to:

Lansing Community College Athletics * 422 N. Grand Ave., Lansing, MI 48901

Per the Region XII Regulations: Notice of non-participation or problems with the 500 rule must be received by the tournament director 14 calendar days prior to the tournament. Once a team has qualified for this tournament, they are obligated to pay the entry fee, whether they attend or not. Entry fees must be paid before the tournament starts.

Region XII Coaches Meeting

The NJCAA recommends conducting a regional meeting at all region tournaments to conduct regional business and voting for All-Region and All-American nominations. **All statistics must be up-to-date on the NJCAA website for All-Region and All-American consideration.** It is mandatory that each institution within the region that participates in this specific sport has a representative at the regional meeting.

This Region XII meeting will be held Wednesday, May 9, 2018 in the Gannon Building Room 480. This meeting will start approximately 8:30p.m. or as soon as possible after the 6:00p.m. game ends. Please refer to **Attachment 2** for the specific map and location of the coaches meeting on the main campus of Lansing Community College.

The Region XII Regulations are below for the specific All-Region voting procedures:

ALL REGION XII TEAM SELECTION

- A. An 18 player All-Region Team will be selected by a vote of the softball coaches.
- B. Top vote getting players from the OCCAC, MCCA West, and MCCA East will be represented on the All-Region Team.
 1. The MCCA West and MCCA East top seven (7) All-Conference vote getters and the OCCAC top four (4) vote getters will receive automatic All-Region awards.
- C. The proportions will be reviewed each spring at the coaches meeting.

ALL AMERICAN SELECTIONS

- A. All-American nominations must be submitted to the Region Director at the Region XII Coaches Meeting. All-American selections must have been already selected to the All-Region Team. Coaches may speak on behalf of their nominations at the Region XII Coaches Meeting.
- B. The Region Director will develop a ballot of the region's All-American nominees and distribute this ballot at the coaches meeting. The coaches will vote for the designated number of players according to the national Office guidelines. Coaches may vote for their own players.
- C. The Region Director will forward the region's nominees to the National Softball Committee Chairperson by the stated deadline on the All-American Nomination Form.

Tournament Specific Rules and Tournament Play

Tournament Play

All games will be seven innings in duration (except for mercy rules), except the championship games (games 8, 9) which will be seven innings (without mercy rules).

The NCAA rules will apply except for the following exceptions:

1. The halted game rule will be in effect for all national tournament play.
2. The international tiebreaker will not be used in national tournament play.
3. The eight-run rule will not be in effect for the tournament championship game(s).

Any protest must be made on location with the game being stopped for immediate ruling from the Tournament Director. Any protest being lodged after play has resumed, shall not be accepted or considered.

The highest seed will remain the home team throughout the tournament. Regardless of seed, Lansing Community College will use the 3rd base dugout for all games.

Practice Schedule (Pre-Game Practice)

Pre-game practice will be allowed on half of the diamond (both teams share) if time permits between games. We will start all tournament games on time if possible.

Roster Information / Team Photograph

All roster information and team photographs will be accessed from the MCCA & OCCAC websites. Make sure all photographs and rosters are up-to-date with your league SID for proper representation in the Tournament Program.

T-Shirt Ordering

T-shirt orders will be filled on-site. Please be prepared to purchase your shirts via cash or c

Uniforms

Each team must bring two sets of jerseys (&/or uniforms) of different colors. The NJCAA representative &/or Tournament Director will make the final decision if additional uniforms are not available and the coaches do not agree on uniform colors.

Awards

At the conclusion of the Region XII Softball Championship there will be an awards ceremony. The following awards will be presented: Runner-up individual awards, Runner-up Trophy, Champion individual awards, Champion Trophy, Region XII Coach-of-the-Year, All-Tournament Team individual awards, Tournament Most Valuable Player.

Per the NJCAA Regulations, there are 18 individual awards per team for the runner-up and champion. If you need to order additional individual awards have your athletic director work with the NJCAA through your Region XII Director.

Tournament Program

Tournament programs will be available and for sale at the entrance of the venue.

Sports Information / Media and Credentials

Sports information and media credentials will be handled by the MCCA Information Director, Tod Hess. Your institution SID will send a credential request to Tod Hess before the start of the tournament. It is the responsibility for institutional SID's to collect this information from their local media and returning it to Tod Hess at todhess@comcast.net.

Website

Game scores and additional championship information will be available online at www.mccaa.org under the specific sport website. Click on Region XII Tournament link for game scores and tournament information.

Ticket Information

Admission to the tournament will be free of charge.

Bench Area / Passes

Only team related personnel are allowed on the bench and in the dugout area. The Site Director &/or Tournament Director may ask for identification and removal of non-team personnel from the dugout area.

Training Room and Medical Information

Athletic trainers will be on site a minimum of two hours prior to all game times. There is not a Training Room on site. If you have any special needs, please contact our Tournament Athletic Trainer: Kyle Knapp @ Cell: 248.890.8413.

It is expected that each team bring training supplies (tape, wraps, sleeves, other needs) with them. The host institution is not responsible for training / medical supplies.

All teams are requested to bring their own training and First Aid supplies along with **one water cooler** and towels. Please fill your cooler with ice from your hotel before you leave for the field each day. Ice will **not** be provided.

Transportation / Travel Information

All transportation arrangements will be the responsibility of the participating team.

Coach of the Year

The Coach of the Year Award will be awarded to the head coach of the Region XII district championship team per the Region XII Regulations.

Concessions

The concessions will be a food truck style concessions for all games.

Locker Rooms

There are no locker rooms available at the complex. If absolutely necessary, there can be showers and locker room access on the campus of Lansing Community College. Please see Tournament Director for locker room needs.

Laundry Facilities

There are no laundry services available for this tournament. Please check with your hotel for potential laundry service or a contact with a vendor locally.

Disabled Accommodations (ADA)

Ranney Park is in compliance with the ADA. If you have any special needs, please see the tournament director.

Noise Control

Artificial noise makers are prohibited per the NCAA, NAIA, and NJCAA. Please help to adhere to and police the crowd for this type of activity.

Parking

There is ample parking in and around Ranney Park for vehicles of all sizes.

Attachment 1

REGION XII WOMEN'S DIVISION REGULATION SOFTBALL-DIVISION II

I. CODE OF CONDUCT

- A. The NJCAA Code of Conduct (Article XX) and the NJCAA Sportsmanship Policy (Article XVIII) will apply to all Region XII contests.

II. QUALIFYING POLICY

- A. Any school having to forfeit 50% or more of their conference games due to NJCAA or State Association sanctions and/or has not qualified by the conclusion of the last regular season conference game played will not be allowed to participate in post season play.

III. DRESS DECORUM

- A. Game attire for all bench personnel, other than uniformed players, must be a college issued warm-up suit or business casual apparel unless weather does not permit. All other team personnel must wear appropriate institutional collared shirts, shorts &/or slacks (no denim/jeans), shoes and socks (no sandals, flip-flops). Headgear must be worn in an appropriate manner. No changing into game uniforms at the bench area. Teams must use locker room or restroom facilities away from the public.

IV. SOFTBALL REGULATIONS - REGULAR SEASON

- A. All games are to be played in accordance with the official NCAA rules; with the exceptions noted here:
 - 1. An eight (8)-run mercy rule shall be used for all Region XII non-championship games.
 - 2. Tiebreaker will not be used in Region XII games.
 - 3. Pre-game, if conditions allow, will be the following:
 - a. Each team will have a maximum of 10 minutes on the game field.
 - b. The home team will have the choice of taking infield first or second.
 - c. The first team shall have the field from 2:35 to 2:45 on weekday games and 12:35 to 12:45 on weekend games. The second team shall have the field from 2:45 to 2:55 for weekday games and from 12:45 to 12:55 on weekend games. The pre-game meeting will commence at home plate at 2:55 for weekday games and 12:55 for weekend games.
- B. The home team will be responsible for the following:
 - 1. Official scorebook.
 - 2. Payment of two qualified NCAA registered umpires (may be neither a student nor employee of the college).
 - 3. A minimum of four balls per doubleheader. The official softball shall be the official ball as declared by the NJCAA.
 - 4. Providing of water to the visiting team bench. Ice availability is recommended (for the treatment of injuries).
 - 5. A list of approved officials and phone numbers must be at the game site.
 - 6. A copy of the NCAA rulebook.
 - 7. Medical First Responder or Athletic Trainer on site.
- C. All teams are to provide rosters and team pictures to the MCCA/OCCAC/Region XII Publicity Director by the date prescribed.

V. SOFTBALL REGION TOURNAMENT

- A. Tournament site:
 - 1. A single site to be awarded for a period of two years at a time, to be selected by the Region Athletic Directors at the Spring Meeting. The site and entry fees will be determined by bid.
 - 2. Factors to be considered in site selection:

- a. The number and quality of playing diamonds
- b. Lighted fields
- c. Shower and locker facilities
- d. Seating facilities
- e. Availability of college-quality officials
- f. Suitable eating and lodging facilities
- g. Geographic suitability of the site
- h. Regulation fields must be provided with official fast pitch home run fences. The fences may be temporary fences.

B. Team Selection:

- 1. Teams will qualify for each District Championship. The teams will be determined by a proportional representation from each conference. If a district has less than five (5) teams entered, the brackets will be adjusted accordingly.

C. Entries:

- 1. Make sure rosters and team pictures are available (sent or on league web sites).
- 2. The tournament director must receive notice of non-participation 14 calendar days prior to the tournament.
- 3. Once a team has signed a confirmation of entry form, they are obligated to pay the entry fee, whether they attend or not. Entry fees must be paid before the tournament starts.

D. Tournament Structure:

- 1. The District Tournaments will be a seeded, five (5) team, double-elimination tournaments.
- 2. Their conference finish using their respective conference tie-breaking procedures will seed teams.
- 3. Seeding-Both District I and J will be seeded the same way

Even Years District I

- #1 – MCCA AW #1
- #2 – OCCAC #2
- #3 – MCCA AW #2
- #4 – MCCA AW #3
- #5 – MCCA AW #4

Odd Years District I

- #1 – OCCAC #1
- #2 – MCCA AW #1
- #3 – MCCA AW #2
- #4 – MCCA AW #3
- #5 – MCCA AW #4

Even Years District J

- #1 – OCCAC #1
- #2 – MCCA AE #1
- #3 – MCCA AE #2
- #4 – MCCA AE #3
- #5 – MCCA AE #4

Odd Years District J

- #1 – MCCA AE #1
- #2 – OCCAC #2
- #3 – MCCA AE #2
- #4 – MCCA AE #3
- #5 – MCCA AE #4

- 4. In odd years when OCCAC is the #1 seed, the OCCAC representative must be the OCCAC Champion. If not, the other rotation will be used.
- 5. If the OCCAC does not send a representative to the District Tournament and they are not the number one seed, all seeds will move up one spot and another MCCA team will fill in at the bottom. The rotations would move on as normal.

E. Awards:

- 1. First place team trophy and 18 individual awards for each district.
- 2. Second place team trophy and 18 individual awards for each district.
- 3. All-Tournament Team awards:
 - a. A nine-player All-Tournament Team will receive individual awards.
 - b. Three impartial judges appointed by the Tournament Director will select this team.
 - c. The cost of these awards will be a tournament expense.

G. Officials:

- 1. Will be selected by the Tournament Director with input from the southern playing schools to ensure proper representation.

2. The officials will be NCAA certified.
- H. Duties of the Tournament Manager:
1. Be responsible for the playing site.
 2. Be responsible for pre-game and post-game publicity.
 3. Be responsible for attracting and scheduling quality umpires.
 4. Be responsible for providing each competing team with information relating to opponents, site, time, meals, lodging, etc. (use approved Softball Region XII Tournament Manual as a guide).
 5. Be responsible for making decisions about game postponement prior to the start of a game.
 6. Be responsible for making the decision regarding changing the tournament from double elimination to single elimination based on inclement weather conditions.
 7. All protests will be answered immediately by the tournament manager or by person(s) designated by him/her.
 8. Be responsible for handling any other problems that arise concerning the tournament.
 9. In case of rain, the tournament will be extended if necessary. Championship games will be played to their conclusion.

VI. ALL REGION XII TEAM SELECTION

- A. An 18 player All-Region Team will be selected by a vote of the softball coaches.
- B. Top vote getting players from the OCCAC, MCCA West, and MCCA East will be represented on the All-Region Team.
 1. The MCCA West and MCCA East top seven (7) All-Conference vote getters and the OCCAC top four (4) vote getters will receive automatic All-Region awards.
- C. The proportions will be reviewed each spring at the coaches meeting.

VII. ALL AMERICAN SELECTIONS

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- C. The Region Director will forward the region's nominees to the National Softball Committee Chairperson by the stated deadline on the All-American Nomination Form.

VII. COACH OF THE YEAR

- A. The Coach of the Year will be the coach of each District Champion.

IX. NATIONAL RATINGS

- A. Follow the NJCAA directions to nominate teams each week within the timelines established by the NJCAA.

X. MISCELLANEOUS

- A. Use of Tobacco Prohibited:
 1. The use of tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sanctioned or sponsored regular season or post-season play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.



INVOICE
April 1, 2018

To: Region XII District I Qualifier

Make Payment to:

Lansing Community College Athletics
422 N. Grand Ave., Lansing, MI 48901

Qty	Description	Line Total
1	Region XII, District I Softball Tournament entry fee	\$550.00
		Total: \$550.00

Region XII Softball Championship Tournament

Coaches Checklist for Completion

	Deadline
Declaration of Participation (only declare if you are not participating if qualified)	April 25, 2018
Entry Fee -Processed and Paid	May 9, 2018
Accurate roster & team photograph to Tod Hess	ASAP
Ordering Tournament T-Shirts	At your discretion
Up-to-date statistics on the NJCAA website	May 9, 2018
Bring medical supplies, first aid kit, water cooler & ice every day	Tournament
Two (2) sets of uniforms	Tournament
Share ticket & hotel information with fans, family & friends	ASAP