****

**Hosting Basics- Postseason NISC**

**Regional Host and/or Championship Round**

**Requirements to Host-**

1. Provide their home playing facility or an acceptable alternative location for all games
2. Produce and Pay all game related expenses (this includes booking officials, officials pay, game day staff, and all costs associated with producing a college softball tournament.
3. Provide Streaming of all games and provide links to live stats and necessary information to our media division.
* **As a Regional host, an institution is responsible for all activities normally associated with promoting and producing a college tournament softball game(s) of this type and pay all game related expenses, including game officials.**
	+ **Includes scheduling practice times, BP, bat testing, pre-game timing sheets, etc…**
* **The NISC will provide a full-time NISC/Triple Crown staff member (full access pass needed)**
* **Banners and Decals that will need to be placed around the facility.**
* Visiting teams will have lodging secured with our lodging partner Southwest and be responsible for their own bus transportation.
* It is understood that the NISC shall have no control over the personnel or the facility used by the institution in performing its duties in the production of the game.
* The host school agrees to compensate the NISC $8,000 to host the Regional round.

**Host Institution**

**Host Revenue Guarantee**

**Each Regional Host school will pay the NISC an $8,000 hosting bid fee**

**Game Revenue Disbursement Responsibilities**

1. A complete disclosure is required for all revenues collected.
2. The NISC will provide the requisite revenue forms to the host institution.
3. The NISC will provide the host institution with an invoice for the hosting bid fee, due within thirty (30) days after the completion of the event.

**Facility and Equipment Responsibilities of the Host School**

1. Provide the appropriate facilities and equipment necessary to conduct a collegiate softball game in accordance with NCAA regulations. This is to cover equipment and facilities necessary for the teams, game officials, fans, and members of the media.
2. Provide priority status for the scheduling of practice times in the game facility for the visiting team. Practice times must be at a reasonable hour. A team will not be required to start a practice session later than 9 p.m. on days prior to a tournament game. The visiting teams will be given equal practice time and field advantage as given to the host team.
3. Provide adequate liability insurance coverage for an event of this type.
4. Provide adequate security for crowd control which shall include adequate police and fire protection as required by local and state ordinances. Additionally, a trainer shall be present during all tournament games.
5. Pay all game related expenses

**Game Official Basics**

**Game Officials Assignment**

* Game Officials are assigned by the host school’s conference assignor.
* All Division I conferences may recommend officials to work NISC games.
* Three-official crews will be utilized for all games.
* Prior to each game, host institutions will be provided with the officials’ names. At the game, the host school should gather all information it needs to mail checks to each official following the game.

**Game Fee**

Game officials are compensated $150 per game in Regionals and $175 for working the Regional Championship game. This is a host school expense.

**Officials’ Ground Transportation**

* Personal automobile usage will be reimbursed at $.50 per mile for round trip mileage OR you will use the allotment per the host schools conference, for travel reimbursement amounts
* For officials using air transportation to a game site, actual rental car expenses while at the site are reimbursed in full.

**Officials’ Air Travel**

* Officials should make all air transportation arrangements through Vista Travel. Contact **Renee Schiess or Emma Manera** at Vista Travel at 732-574-1100 (**Renee ext.153 / email: corp@travelwithvista.com or Emma ext. 151 / email: corp@ travelwithvista.com** for air travel reservations.
* Officials should use a credit card to pay Vista Travel for the airfare and ticketing fees, and then apply for reimbursement of that actual amount from the school at which they officiated. Reimbursement will be for actual airfare incurred and issued only if game officials use Vista Travel to book their flights.

**Officials’ Lodging**

* Game officials should contact the Host School or call Southwest Host at 970-420-9617 or 970-223-6665
* Reimbursement for lodging can be denied if hotel arrangements are not made through Southwest Host Services.
* Otherwise, actual lodging expenses will be reimbursed in full.

**Payment to Officials**

* The host institution shall compensate each official for their game fee. The host institution should mail the game fee check and any applicable travel reimbursement check to each official following the game.
* Officials shall be reimbursed for actual costs of their air, ground and lodging expenses by the host school.
* Officials should turn in the NISC Game Official Expenses with verifying receipts to the host school on the day of the game or as soon as possible thereafter.

**Officials’ Tickets**

Game officials may request directly from the host school up to two tickets each for the game they are officiating at no cost. They may not sell their tickets at any price.