

NFCA Convention Attendee Guidelines

1. Annual Convention Overview and Special Considerations
2. Registration Timeline
 - 2.1. Registration Guidelines and Promotion
3. Access, Lanyards & Types of Convention Credentials
 - 3.1. Attendee Credential
 - 3.1.1. Full-Convention
 - 3.1.2. Friday/Saturday Only
 - 3.2. Exhibitor Credential
 - 3.3. Company Credential
 - 3.4. Media Credential
 - 3.5. Special Guest Credential
 - 3.6. Event Only Credential
 - 3.7. Replacement Credentials & Lanyards
 - 3.8. Auxiliary Access
4. Expectations and Consequences
5. Video and Audio Recording
6. Convention Attire
7. Alcohol
8. Attendee Email Addresses
9. Refunds and Attendee Cancellations
 - 9.1. Refunds
 - 9.2. Attendee Cancellations
10. Registration Transfers
11. Convention Cancellation and Weather

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1. Annual Convention Overview and Special Considerations: The NFCA Annual Convention offers networking opportunities, divisional meetings and educational sessions with coaches of all levels from the game's legends to the game's newest. Highlights of this premier event include:
 - Clinic Sessions: Learn valuable drills and tips from some of the best speakers and smartest minds in the game today. Veteran coaches and national experts share their insights on softball.
 - Mentoring Workshop: Participate as either a mentor or a mentee. As part of roundtable discussions, veteran coaches respond to various topics and share their expertise while coaches of all levels have the opportunity to ask questions.
 - Awards: Celebrate milestone wins and honor Regional & National Coaching Staffs of the Year at the NFCA Awards Brunch and recognize the newest group of legends at the NFCA Hall of Fame Banquet.
 - Exhibit Hall: Learn about the latest innovations in softball equipment, technology and apparel during the two-day Exhibit Show.
 - Business Meetings: Discuss changes specific to individual membership groups and share ideas on the future of the sport.
 - Social Events: Attend sponsored after-hours events and network with coaches of all levels of the game.

The health and safety of our employees and our Convention attendees, exhibitors, media and guests is the NFCA's top priority. In response to COVID - 19 or in the event of any other threat or risk to health or safety, the NFCA will implement and follow local, state, and national government directives, recommended guidelines, health advisories, and hotel policies. Any of these may impact our Convention capacity and/or schedule. The NFCA will communicate any changes to its attendees as quickly as it is feasible.

2. **Registration Timeline and Promotion:** Online registration for the NFCA Annual Convention goes live in late August. Once live, NFCA members can login to their NFCA membership account and receive discounted pricing. NFCA non-members are encouraged to register for Convention as well and may receive discounted pricing by joining the NFCA upon registering for Convention.

Additional information on membership, Convention registration, credential options, and other discounted rates to include the surrounding state and early-bird specials can be found at nfca.org.

During NFCA Convention activities, the NFCA reserves the right to use various content created by staff and attendees to promote the NFCA. Content may include photos and videos of attendees participating in Convention activities and may be shared via social media channels. In addition, the NFCA may use a Convention attendee's name, image, and likeness (NIL) on NFCA social media platforms for both NFCA and Convention promotional purposes. By registering, you are giving permission for your NIL to be used. If you do not authorize the NFCA to use your NIL, please email the NFCA Executive Director at carol@nfca.org.

2.1. Registration Guidelines

- 2.1.1. In order to receive the NFCA Convention early-bird rate (for both members and non-members), all Convention and if desired, pre-Convention seminar registrations must be submitted to the NFCA by November 1. Rates increase both after November 1 and after November 25.
 - 2.1.2. All registration fees must be paid in full prior to receiving a Convention credential and any Convention on-site materials.
 - 2.1.3. The NFCA accepts official school purchase orders, checks, money orders, or credit cards. For all returned checks, the original fee for the event must be remitted via money order or cashier's check plus a \$30 processing fee. **For purchase orders, please contact events@nfca.org if your school requires an invoice.*
 - 2.1.4. Due to NCAA Bylaws, prospective student-athletes (grades 7-12) are not permitted to attend the NFCA Convention regardless of NFCA membership status.
 - 2.1.5. Should COVID-19 or any other health or safety crisis require the NFCA to adopt government directives, hotel occupancy guidelines, and/or social distancing recommendations, Convention attendee registrations may be limited. All Convention registrations will be timestamped. Should capacity be reached, the NFCA Convention registration will be closed and priority will be given in order of registration. Those registrations that exceed the maximum capacity will be notified, cancelled and refunded accordingly.
3. **Access, Lanyards & Types of Convention Credentials:** Access into any and all NFCA Convention sessions requires a credential and lanyard. A description of the available NFCA Convention credentials is detailed below. Credentials and lanyards must be worn at all times during the Annual Convention and will be obtained on-site at the NFCA Convention registration desk. NFCA Convention credentials are issued to an individual based on the registration process and may not be shared. If sharing occurs, the credential will be revoked, those attendees will not be permitted to attend any of the remaining Convention sessions, and no refunds will be issued.

Please note, security will monitor entry into all of the Convention sessions and access will not be permitted without the appropriate accreditation.

Colored lanyards will be given with each credential and will be used to distinguish different attendee affiliations to determine admission into sessions. Lanyard categories will include

Division I, Division II, Division III, NAIA, Junior College (Two-Year College), High School/Youth, Travel Ball, Exhibitor, Company, Media, Auxiliary/Affiliate, and Event Only.

3.1. Attendee Credential:

3.1.1. Full-Convention Attendee Credential: Access to the entire Convention, including all committee and business/caucus meetings (excluding the All-American committee meetings which are only open to those who have been elected to serve on that committee), speaker sessions, after-hours social events, the Exhibit Hall, the Hall of Fame Banquet, the Softball Summit, and any event where meals are served. Entrance into the pre-Convention seminars and/or NFCC courses, requires an additional fee. Note: The individual business/caucus meetings provide a place where issues specific to a particular group can be discussed in an open forum. Because of this, entrance into the business/caucus sessions is reserved for coaches/staff of that particular caucus group only (i.e., Division I caucus for registered Division I coaches and staff only). A summary of the topics discussed during the various caucus meetings will be provided for those who are interested in NFCA members-only Coach's Boxes.

3.1.2. Friday/Saturday Only Credential: Is available to High School, Travel Ball and Youth coaches and allows access into speaker sessions, after-hours social functions, the Exhibit Hall, and meals offered on Friday and Saturday.

3.2. Exhibitor Credential: Is provided to any company that purchases booth space for the Annual Convention's Exhibit Show. This credential allows exhibitors access into the Exhibit Hall, the Exhibit Hall happy hour event, and the hosted breakfasts on Thursday and Friday morning. For specific details on the Exhibitor Credential, reference the Exhibitor Guidelines at https://nfca.org/web_docs/convention/NFCA-Exhibitor-Guidelines.pdf

3.3. Company Credential: Is available for companies interested in attending the Annual Convention outside of the Exhibit Show, or in the event the Exhibit Show has sold out for the current year, a company credential is available for purchase. For specific details on the Company Credential, reference the Exhibitor Guidelines at https://nfca.org/web_docs/convention/NFCA-Exhibitor-Guidelines.pdf or email NFCA Executive Director Carol Bruggeman carol@nfca.org.

3.4. Media Credential: Is available to established media personnel and may be obtained through the NFCA Director of Communications Brian Stanley at brian@nfca.org. For specific details on the Media credential, reference the Media Guidelines at https://nfca.org/web_docs/convention/NFCA-Media-Guidelines.pdf

3.5. Special Guest Credential: Is given to non-coaching or outside group speakers who are invited to the Annual Convention to present and who would otherwise not be in attendance. They may also be given to individuals who require access into specified Convention forums (i.e., personnel from other coaches' associations or an NCAA representative). Individuals with Special Guest Credentials will have full Convention access. All Special Guest Credentials must be approved by the NFCA.

3.6. Event Only Credential: Is available for individuals who only wish to attend certain events. Individual event access is available for purchase to the following events: The Awards Brunch, Hall of Fame Banquet, and all reception/after-hours social events.

3.7. Replacement Credentials & Lanyards: There will be a \$75 replacement fee for a lost credential or lanyard of any type; if both the credential & lanyard need to be replaced, a \$100 fee will apply. Replacements can be obtained at the NFCA Convention registration desk on-site.

3.8. Auxiliary Access: As an all-inclusive organization, the NFCA welcomes interested parties/groups to be a part of this premier event. If your circumstances or how to gain access to Convention are not covered under the NFCA Attendee, Media, Special Guest, Exhibitor, Company, or Event Only credential policies, please contact the NFCA Executive Director at (502) 409-4600. For specifics on Auxiliary access, reference the Auxiliary Guidelines at https://nfca.org/web_docs/convention/NFCA-Auxiliary-Guidelines.pdf

4. **Expectations and Consequences:** The NFCA Convention provides an opportunity for learning, collaboration and interaction between staff, speakers, presenters, guests, and attendees. The Convention environment is one of openness, inclusivity, and mutual respect. Any attendee who speaks or acts in a disruptive, derogatory, or offensive manner or who violates the policies outlined in these Guidelines may be removed, have his/her credential revoked, and/or may not be permitted to attend future conventions. Behavior deemed inappropriate will be at the discretion of the NFCA Executive Director.
5. **Video and Audio Recording:** Audio and video recording of any speaker session or presentation is not permitted.
6. **Convention Attire:** The NFCA Convention is casual dress with the exception of the NFCA Hall of Fame Banquet on Friday evening. Attire for this prestigious event is formal.
7. **Alcohol:** Alcohol will be served during select social events and the Hall of Fame Banquet, but the consumption of alcohol is not permitted by any attendee who is not of legal drinking age or at any of the business, committee, or educational sessions.
8. **Attendee Email Addresses:** As an NFCA National Convention attendee, your email address is shared only with NFCA Official Sponsors Post-Convention.
9. **Refunds and Attendee Cancellations:**
 - 9.1. **Refunds:** All refund requests must be submitted to events@nfca.org.
 - 9.2. **Attendee Cancellations:**
 - Cancellations received on or prior to November 8 will receive a full refund, less an administrative fee of \$75.
 - Cancellations between November 9 and November 23 will receive a one-half refund (50%).
 - There will be no refunds, for any reason, for cancellations made on or after November 24.
 - A detailed copy of the refund and cancellation guidelines will be sent via email once your registration for the NFCA Convention has been received.
 - All appeals to the refund and cancellation policy must be submitted in writing on or before December 15 to events@nfca.org.
10. **Registration Transfers:** Individuals who register for the Annual Convention, but who are no longer able to attend, may transfer their registration to another individual for \$50 plus the difference in the registration cost (i.e., registered at the NFCA member rate but transferring the registration to a non-member). To transfer a registration, please email events@nfca.org with transfer details. Credential transfer requests must be made in writing at least 5 days prior to the start of the Convention.
11. **Convention Cancellation and Weather:** In the event of fire, strikes, weather, a pandemic, or other Acts of God or force majeure that render the Convention site unfit or unavailable for use or causes the event to be cancelled 10 days or more prior to the start of event, will be awarded a full refund less a 30% administrative fee for payments on account.