Selections

Selections for the 2016 NCAA Division II Women’s Soccer Championship will be announced at 6 p.m. Eastern time, Monday, November 7 via web stream on NCAA.com.

Preliminary-Round Schedule

First Round: Friday, November 11: Match should start no later than 2 p.m. local time.
Second Round: Sunday, November 13: Match should start no later than 2 p.m. local time.
Third Round: Friday, November 18: Games at noon and 2:30 p.m. local time or 5 and 7:30 p.m. local time (if lights are available).
Quarterfinals: Sunday, November 20: Match should start no later than 2 p.m. local time.

Note: Preliminary rounds will be held on Thursday and Saturday for sites with an institution holding a current No Sabbath Play policy on file with the NCAA.

Bid Checklist

The following materials must be submitted by institutions that wish to be considered as hosts for preliminary-round competition. All materials are due by 5 p.m. Eastern time, Friday, October 28.

Aside from the submission of your institution’s certificate of insurance, each of the online forms listed below may be accessed and submitted through the championships host portal, at: https://championships.ncaa.org.

To begin the process of submitting a bid, you will need to locate the specific divisional sport and round in the Championships Available for Bidding section and click on Start Bid.

Proposed Budget(s). An online proposed budget must be completed for each round of competition you wish to host. For those institutions submitting bids for multiple rounds, a ‘copy’ function is available via the Budget System tab and will allow you to copy the budget for another round. The appropriate round and date of competition must be indicated on each budget. Please be sure to include projected ticket sales in the Receipts section.

Please carefully review pages 20-21 of the 2016-17 NCAA Division II Women’s Soccer Pre-Championship Manual, prior to submitting a proposed budget, and make note of the following for all preliminary-round games:

• All lodging expenses for officials and site representatives (if needed) must be included in your budget. Officials’ fees, per diem and travel expenses do not need
to be included, nor do per diem and travel expenses for site representatives – the NCAA will pay those expenses directly.

- Also refer to the appendix in this document for more information on how to complete your budget.

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**Facility Profile.** An online facility profile must be completed and/or maintained as necessary by each institution interested in hosting preliminary-round competition. Information regarding video board, LED board and/or ribbon boards should be entered via the “Boards/Control Room” tab of the applicable venue profile.

*NEW in 2016:* All postseason matches must be contested on fields with dimensions of 115 to 120 yards by 70 to 75 yards. If the higher seeded team cannot accommodate these requirements by modifying their field or finding another field within the community to use, the next highest seeded team that can accommodate these requirements will be selected to host.

A facility profile can be maintained and updated on a regular basis. If a facility can host multiple sports, check the appropriate box(es) under the Sports tab of the facility profile to provide the information for that facility. Refer to pages 20-21 of the pre-championship manual for facility requirements and site selection procedures.

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**Key Contacts.** The key contacts for your institution should be entered and/or maintained as necessary within your profile. Please enter the information for the key personnel associated with running a championship at your site.

If you previously submitted key contacts for this championship, a key contact form will automatically be created by the system. Please review the information by clicking on the PDF icon next to the Contacts link to ensure accuracy. This step is imperative to prevent incorrect or duplicate information. If edits need to be made, please click on the Contacts link and make the necessary updates.

Personnel who will administer the competition should be listed within the key contacts section of the Championships Bid and Host portal. Information must be entered on both the General tab and the Role/Titles by Sport or Facility tab. Please include the proper mailing address for overnight deliveries. P.O. box addresses are not acceptable.

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**Safety and Security Plan.** Based on a review of current and future championships competition venues, discussions with safety and security experts, and their own expertise and knowledge, the NCAA has established a Safety and Security Advisory Group (SSAG) to develop a compilation of *Best Practices* for NCAA Championships,
which can be found [here](#). We urge each competition venue to take these *Best Practices* into account when developing its safety and security program.

As part of your bid, **please submit a safety and security plan** for your venue. You must **also submit the NCAA Championships Safety and Security Team contact information form**, located in Appendix A of the *Best Practices* document. These documents should be uploaded in the document section of the facility profile. Both documents can be uploaded under the Safety and Security tab.

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**Liability Insurance.** Host institution must maintain and provide proof of at least $1 million of general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

If applicable, off-campus venue must also maintain and provide a minimum of $1 million in general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured.

All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

Insurance forms should be sent to [travel@ncaa.org](mailto:travel@ncaa.org).

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**Additional Host Information/Resources**

**Host Operations Manual.** The [2016-17 NCAA Division II Soccer Championships Host Operations Manual](#) will assist your institution in all stages of the bidding and hosting process.

**Drug Testing.** Drug testing may occur at any round of the championship and the assistance of the host institution will be a vital part of the testing. You will be notified in advance if the round you are hosting has been selected for drug testing. Please review the [site coordinator manual](#) and note that The National Center for Drug-Free Sport will provide materials to assist in the program.
Americans with Disabilities Act. The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the facility will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a facility hosting an NCAA championship event will not be in compliance, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

NCAA Bylaw 31. Please review Bylaw 31 of the NCAA Division II Manual as it contains policies regarding the administration of an NCAA event.

Contact Information. If you have any questions regarding the bid process, please contact Molly Simons at 317-917-6785 or msimons@ncaa.org.
Receipts and Expenses Sample Worksheet

The following worksheet is provided as a guide to assist with budgeting for the DII Men’s and Women’s Soccer Regional bids. This is only a guide as each site has different costs associated but will give a general idea of typical ranges. Questions please contact ebreece@ncaa.org (men’s soccer) or msimons@ncaa.org (women’s soccer).

Each day should be a separate session

Should be listed at Host Channel

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**PAID ATTENDANCE CALCULATION**

- Total Single Session tickets: 0
- All Session Tickets: 0
- x # of Sessions: 0
- Override Number of Sessions: 0
- Total Paid Attendance: 0

**CAPACITY INFORMATION**

- Total Capacity: 0
- Killed Tickets: 0
- Sub Total: 0
- (Total Capacity - Killed Tickets): 0
- Paid Attendance: 0
- Other (unpaid/held for use): 0
- Unsold Tickets: 0
- (Sub Total - Paid Attendance - Other): 0
- Actual Attendance: 0
For a four day regional this typically is around $100-$500 as there is an online marketing system that should be utilized first and is through a different system of monies.

Typically this is blank unless minor printing costs for promotion.

Typically this is blank unless there are minor ticket printing costs.

Typically for regional competition this is blank unless any commissions on facility/taxes involved or credit card expenses.

Should not be used to purchase equipment or upgrade facility. Typically this is around $100-$500 depending on needs.

Typically this is either zero or no more than $200 as there is a basic signage package that is sent.
<table>
<thead>
<tr>
<th>Personnel</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Address Announcer</td>
<td></td>
</tr>
<tr>
<td>Timer</td>
<td></td>
</tr>
<tr>
<td>Official Scorer</td>
<td></td>
</tr>
<tr>
<td>Ushers</td>
<td></td>
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<tr>
<td>Police and Security</td>
<td></td>
</tr>
<tr>
<td>Statisticians</td>
<td></td>
</tr>
<tr>
<td>Clerical</td>
<td></td>
</tr>
<tr>
<td>Ticketing Personnel</td>
<td></td>
</tr>
<tr>
<td>Custodians-Facility</td>
<td></td>
</tr>
<tr>
<td>Grounds Crew</td>
<td></td>
</tr>
<tr>
<td>Maintenance-Facility Labor</td>
<td></td>
</tr>
<tr>
<td>Medical</td>
<td></td>
</tr>
<tr>
<td>Video/Scoreboard Operators</td>
<td></td>
</tr>
<tr>
<td>Committee/Site Rep lodging</td>
<td></td>
</tr>
<tr>
<td>Add Others</td>
<td></td>
</tr>
</tbody>
</table>

Should not be more than $225 ($75 per game for 3 games).

Should not be more than $225 ($75 per game for 3 games).

Should not be more than $225 ($75 per game for 3 games).

Should not be more than $225 ($75 per game for 3 games).

Should be for one person for up to three nights.
<table>
<thead>
<tr>
<th><strong>Entertainment</strong></th>
<th>$0.00</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Pregame, Halftime and Postgame</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Meetings</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Luncheons and Banquets</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Participant Refreshments</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Telephone Installation</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Temporary Restrooms</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Copy / Fax Machines</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Officiating Expenses</strong></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Officials Lodging</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Officials Travel</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Officials Fees</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Officials Per Diem</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

- **Hospitality for any media.** Typically no more than $250.
- **Recommended** to be around $200 used for hospitality room.
- Any snacks/beverages for meetings. Should not be more than $200.
- Banquets are not allowed at Regional competition so this should be blank.
- Cost of refreshments for teams. Typically not more than $200.
- Should be blank.
- Should be 4 officials for 1-2 night stay depending on where officials are traveling from.
- NCAA pays this through RefPay so these should be blank.