2016-2018 NCAA DIII BASEBALL REGIONAL
SPORTS SPECIFIC INFORMATION

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IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE HOST CITY BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.
SECTION I: INTRODUCTION

The National Collegiate Athletic Association ("NCAA" and/or "Association") is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these championships, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship to institutions’ several years in advance so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sports committee subject to final authority of the appropriate NCAA Championships Cabinet or Committee. All activities and events associated with the championship are to be approved by the sports committee.

SECTION II: CHAMPIONSHIP STRUCTURE

<table>
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<th>DATE FORMULAS</th>
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<tr>
<td>Regionals - TBD (8)</td>
</tr>
<tr>
<td>Finals</td>
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The championship provides for a field of 56 teams. For Regionals, Six (6) teams will compete at four first-round sites and eight (8) teams will compete at four first-round sites. All first rounds will use a double elimination format. Conference champions shall qualify automatically.

Finals - The eight regional winners will qualify for the double-elimination championship.
SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.

Specific Requirements.

Listed below are specific requirements a host institution/sponsoring agency must meet to be considered to host the NCAA Division III Baseball Regionals:

1. **Stadium.**
   
   a. The stadium must be modern, clean and accessible. Playing surface must be safe and of championship caliber.
   
   b. The stadium must have adequate facilities for network color television as follows:
      
      (1) **Lighting (for Night Play).** A minimum of 150 vertical footcandles evenly balanced over the entire playing surface.
      
      (2) **Parking for Television Production Vehicles.** A minimum of 250 linear feet for parking, immediately adjacent and accessible to the stadium.
      
      (3) **Championship Parking.** The host institution/sponsoring agency agrees to provide 30 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA Division III Baseball Committee.
   
   c. The host institution/sponsoring agency agrees that on the date of competition or practice, no alcoholic beverages or "nonalcoholic" beer shall be sold or dispensed for public or private consumption anywhere in the stadium, or on stadium property, other than in privately-owned suites specifically exempt by facility contract. Such beverages may not be brought to the suite during the championships (i.e., during the period from the time access is available to spectators until all patrons have left the facility or area used for competition).

   Alcoholic beverages may not be served in facility clubs or restaurants beginning at the time the building opens to the public and ending 90 minutes after conclusion of the final contest (or practice) of the day. "Facility clubs or restaurants" are those whose patrons have access to the stadium seating area without passing a ticket-taker's position.

   Alcoholic beverages shall not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, alcoholic beverages shall not be distributed or consumed outside the private viewing suites.

   Also, no advertisements denoting, publicizing or promoting the sale of alcoholic beverages shall be hung, installed or displayed anywhere within the stadium during the term of the lease period.

   d. The host institution/sponsoring agency agrees to provide a tarp for the playing surface for outdoor facilities.
e. The NCAA shall have the exclusive right to sell products licensed by the NCAA for marketing. Only NCAA-licensed merchandise may be sold at the stadium (inside and outside). Any stadium souvenir shop may not be open during the event unless arrangements have been with Event 1 prior to the championship.

The host institution/sponsoring agency shall make every effort to restrict the retail sale of souvenir merchandise that has not been authorized by the NCAA and shall confiscate any “pirated” merchandise that may become available for sale in its market.

f. The host institution/sponsoring agency shall maintain throughout the term of the lease, comprehensive general public liability insurance with single limits of at least $1 million covering personal injury and property damage, and shall provide the NCAA national office with the appropriate certificate. The host institution/host agency further agrees to indemnify and hold harmless the NCAA and its employees from and against all claims of liability to third parties for injury to or death of persons or loss of damage to property arising out of or in connection with the performance of the contract between the two parties.

g. The host institution/sponsoring agency shall provide at the stadium one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 60 per minutes. The copy machine shall be located in an area convenient to the media.

h. The stadium shall arrange with the local telephone company to install 10 business private lines (BIS) toll-restricted in an area of the arena designated by the committee. The NCAA also requires that a minimum of four complimentary portable two-way radios be provided.

i. The stadium shall not permit any banners, signs, displays or advertising to be posted, hung or displayed in the stadium during any session of the tournament games.

j. The committee will not recommend any stadium to host a future final sessions unless it is constructed and in operation at the time the committee submits its site recommendation to the championships committee.

k. Practice Fields. Two practice fields must be made available for the participating teams use.

l. Minimum Press Requirement to be Provided at the Site.

(1) Press box area with 20 media positions and five photography/television spaces.

(2) Working pressroom for 10 to 15 persons.

(3) Interview room for 20 persons. The host institution/sponsoring agency shall provide elevated interview and camera areas, adequate television lighting, sound equipment (microphones, amplifier, etc.). The NCAA shall have final approval and direction of all sound and lighting equipment.

(4) Refreshment area for 25 persons.

(5) Additional pipe and drape, platforms, etc., as designated by the baseball committee.

(6) Public address systems as designated by the baseball committee.
(7) Chairs as designated by the baseball committee.

(8) Skirting, pipe and drape for work areas as designated by the baseball committee.

m. **Dressing/Meeting Rooms.** Sufficient locker rooms for teams and one dressing room for game officials shall be provided. Additionally, one on-site committee meeting room/suite box/office area must be made available.

n. The stadium shall submit the following information to the baseball committee:

- Description of stadium and field, marking including logos, etc.
- Description of stadium boxes sound system.
- Description of existing advertising contracts.
- Number of private suites and availability.

o. **Drug-Testing Area.** The stadium shall make available a dedicated area for NCAA drug testing, should it be designated.
The host institution/conference/sponsoring agency is responsible for securing hotel accommodations for all participating teams; NCAA staff; committee members and other special guests; officials and the media. Separate hotels must be available for the NCAA, media, officials and participating teams. Please note that it would be permissible for the media to be assigned to the same property as the NCAA headquarters hotel and officials. (Umpires and teams may not stay in the same hotel). All efforts should be made to provide some deference to the NCAA’s official corporate partner in the hotel category (should one exist at the time of the bid). All hotels shall be in close proximity (ideally within walking distance) from the arena. The team hotel(s) must be of comparable quality and distance from the arena. A minimum of sixteen double/double sleeping rooms for each team is required. Two complimentary bedroom suites (for the head coach and the administration) are recommended.

<table>
<thead>
<tr>
<th>Day/Date</th>
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<th>Wed</th>
<th>Thurs</th>
<th>Fri^</th>
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^Adjust for 6 or 8 team regional

*8 team regional only
SECTION V: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.

2. Transportation, lodging (room and tax), per diem and game fee for all officials.

3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.

4. Game balls.

5. Awards for the participating teams.

6. Hydration product (e.g., water, electrolyte solution, coolers, etc.)

7. Official souvenir program in digital form.

8. Bracket board. (if applicable)


10. Mementos to the official traveling parties of the participating teams.

11. Funding for volunteer apparel.

12. Funding for promotional efforts.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.

2. Volunteers

3. Public relations coordination.

4. First aid/medical services/AED on-site/ambulance on-site.

5. Championships hospitality.

6. Food/beverage concessions.

7. Public address system.

8. Support personnel – ushers, ticket takers, media runners, etc.

10. Media room (fully equipped).

11. Media seating/work area with constant refreshments.

12. Tickets.

13. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.

14. Appropriate directional signage within and outside the venue.

15. Other items as later requested by the NCAA.

16. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)

SECTION VI: TICKET POLICIES /OPERATIONS

1. Ticket Design/Printing. The NCAA will manage the design and printing for championship tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing.

2. Ticket Pricing. With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. As further noted in Section VII - Government Guarantees, revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization and the bid respondents shall specify any state or local tax exemption that will be granted to the NCAA. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid submission shall be absorbed by the bid respondent or rebated back to the NCAA if bid respondent is approved for a NCAA championship.

3. Control of Ticket Sales. The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. The LOC/host and competition venue shall cooperate fully with the NCAA’s official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket
exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk up sales and day of event issue resolution in the box office.

4. **Control of Venue Seating.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants.

The NCAA shall be responsible for determining the allocation and the location of all ticket allotments.

The LOC/host or competition venue may not re-sell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

5. **Suites.**

a. At the time of the bid, the competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees. Preferred consideration will be given to those sites offering suites for NCAA use. All revenue from such suites will belong to the NCAA.

b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.

c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.

d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue’s box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

6. **LOC/Host Ticket Policies.**

a. **Allocation.** For all championships accepting bids other than Division I men’s basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.
b. **Budget Relief.** At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.

c. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.

c. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host’s ticket allocation.

7. **Competition Venue Responsibilities.**

   a. **Seating Manifest.** At the time of the bid, the competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue’s configuration and cooperate fully with any NCAA ticketing partners.

   b. **Broadcast Partner Site Survey.** The NCAA’s broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for “seat kills.”

   c. **Final Manifest.** Upon completion of the site survey and determination of “kill” seats, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.

   d. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office’s responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.

   e. **Participating Institutions’ Shipments.** The competition venue’s box office shall send the tickets allocated to the participating institutions to the host tournament managers by a date designated by the NCAA, unless directed otherwise by the NCAA. An invoice, manifest, seating diagram, instructions and payment deadline information shall be sent with the participating institution’s tickets. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to ship these tickets.

   f. **Sales Reports.** The competition venue’s box office shall be responsible for providing the NCAA with timely and accurate sales reports. The NCAA shall be responsible for determining the schedule in which reports will be received from the competition venue’s box office. The competition venue’s box office shall cooperate fully with the NCAA’s official ticketing vendors and/or ticketing partners in providing the reports.
g. **Final Ticket Database.** The competition venue’s box office shall send the ticket database to the NCAA tournament manager upon request. Ticket databases should include the following field information: Last Name, First Name, City, Email, Phone, Address, State, Zip Code, Country, Event, Event year, Event Zip, Sport and Source.

SECTION VII: MARKETING PLAN/BUDGET

With guidance and approval from the NCAA, the LOC/Host shall establish the development and oversight of a comprehensive marketing plan and proposed budget (e.g., marketing, advertising, promotions, printing, public relation efforts, social media and grassroots opportunities including database marketing, direct marketing and regular season efforts) in support of ticket sales and/or ancillary event attendance and should be submitted by a mutually agreed upon date.

The marketing plan and budget prepared by the LOC/Host should outline tactics, key ticket sales phases and expenses related to marketing the championship. Factors used to determine the marketing budget will include, but not be limited to: target demographics, venue capacity, market size, historical and anticipated attendance.

1. **Marketing.** The LOC/host shall appoint an individual with strong marketing experience and extensive knowledge of the local market to support the NCAA with day-to-day execution. Responsibilities include developing a sales and advertising strategy and budget to market ticket sales and all fan events at the championship. In addition to, establish a marketing team consisting of representatives from: the host, venue, CVB, and or Sports Commission.

2. **Advertising/Media Buying.** The LOC/host shall appoint an individual with strong advertising experience to work in conjunction with the NCAA, the LOC’s/host marketing liaison will serve as the point person for all media advertising buys. This individual shall work in the host market to negotiate advertising buys promoting various NCAA-approved fan events, ticket sales and general event information.

3. **Community Awareness.** The LOC/host should identify effective ways to involve the community through community affairs calendars, social media, community newspapers, Convention and Visitors Bureau, Chambers of Commerce, etc. It is important to ensure that local residents have an opportunity to learn about and enjoy the environment created by the championship.

4. **Grassroots Efforts:** The LOC/Host should identify all possible methods to communicate information about the championship to targeted audiences. Championship information should be provided to area middle school and high school coaches, school systems, recreation centers, sport organizations and youth leagues/teams. Information should be shared via email, digitally, socially, through marketing collateral and presence at events and venues.

5. **Database Outreach:** The LOC/host is expected to communicate championship, fan and ticket information to all relevant databases (e.g., venue, season ticket holders, alumni, donor, sports commission, youth, conference, third party, key stakeholders, etc.) as requested. The LOC/host is
encouraged and expected to reach out to institutions within a determined mile radius of each site requesting championship information be sent to available databases. Hosts should be prepared with NCAA approved electronic promotional materials should neighboring institutions agree to send championship information to their databases on behalf of hosts.

**Final Ticket Database.** The LOC/Host shall send the ticket database to the NCAA tournament manager upon request. Ticket databases should include the following field information: Last Name, First Name, City, Email, Phone, Address, State, Zip Code, Country, Event, Event year, Event Zip, Sport and Source.

6. **Public Relations.** The LOC/host shall appoint an individual with strong contacts with the local media. Responsibilities include developing, in conjunction with the NCAA, a comprehensive public relations plan for all fan engagement events and ticket sales for the championship.

Host institutions/conferences should solicit the cooperation of local newspapers in running features on the nation's top players, coaches and teams during the regular season. The host institution/conference should request that local newspapers run weekly features beginning in a mutually agreeable time and provide feature information to papers in the area, as well as surrounding communities. Newspapers should be requested to provide specific information about how to purchase tickets and special ticket offers/promotions.

7. **Creative.** It is not permissible for the LOC/Host to create or design marketing related-items. The NCAA will provide all collateral artwork in conjunction with marketing the championship.

8. **LOC/Host Related Assets.** The LOC/host is responsible for compiling a list of assets available to market ticket sales which should include, but is not limited to: interior and exterior signage, digital banners, broadcast inventory, in venue promotional inventory, etc. Dates of availability, specs and delivery information should be submitted by a mutually agreed upon date.

9. **Promotional Items.** Items such as bumper stickers, balloons, key chains, refrigerator magnets, etc. can be created for specific NCAA approved marketing efforts. If such items are produced, they must be given away and not sold. The items must be purchased from an official NCAA licensee and approved in advance by the NCAA.

10. **Ticket Promotion.** The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA. [Reference Appendix A]

11. **Ticket Sales Commission Plan.** Host institutions/conferences may develop a ticket sales commission plan in order to assist in the sale of tickets. All commission plans must be approved by the NCAA prior to entering into any agreement with any outside group. [Reference Appendix B]

In order to be considered for this opportunity, a brief proposal including a commission plan, a list of group(s) that plan to participate and ticket distribution method(s) must be submitted to the NCAA for approval.
12. **Use of NCAA Marks.** The NCAA must approve any use of the NCAA’s name, logos or marks. No commercial entity’s logo can be used in conjunction with the NCAA’s name or marks, unless approved in advance by the NCAA.

13. **Championship Website.** The NCAA will maintain a website at NCAA.com that will serve as the official site for the championship. The LOC/host shall provide this link as the sole source for Championship information. Any other websites that support the event (i.e., volunteer registration, fan housing, etc.) should have a direct link from the official site and all traffic should be pushed through the official site to these links. The LOC/host will be required to provide site-specific information that will be included on this site and the social media liaison will be responsible for providing timely information. The official NCAA championship site must be the only URL associated with the championship in promotional materials. [Reference Appendix C]

NCAA Championships Marketing staff will provide feedback and approval for the final marketing plan and budget on a collaborative basis. Any adjustments to the marketing budget after the final plan and budget have been approved must be submitted to the NCAA for review and approval.

All promotional/advertisement/collateral material must be approved in advance by the NCAA.

**Sustained Predetermined Preliminary Round**

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.

2. **Budgets.** When the proposed budget is submitted, a minimum of $1,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.

3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, NCAAChampsPromotion.com, is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

   Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

   All requests, for both artwork and reimbursement, must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** Host institutions/conferences may create television and/or radio advertisements, if approved in advance by NCAA staff. The following must be submitted for approval:
   a. Script and footage for television ads.
   b. Script for radio ads.
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.
SECTION VIII: SCHEDULE OF EVENTS

Tuesday
Committee and NCAA Staff Manager Arrives
Teams Arrive
7:00 p.m. Administrative Meeting with Head Coaches
and Team Administrators

Thursday-Saturday (Six team regional)
Thursday – Sunday (Eight team regional)
Game Times will be determined by the host and NCAA
Site Rep and will conveyed to participating teams.
Schedule subject to change (All times local)

Game Schedule
Six-Team Format (Four Days)
The format for the tournament where six teams participate:
Game 1 — Team 1 vs. Team 6
Game 2 — Team 2 vs. Team 5
Game 3 — Team 3 vs. Team 4
Game 4 — Loser Game 1 vs. Loser Game 2
Game 5 — Winner Game 1 vs. Loser Game 3
Game 6 — Winner Game 2 vs. Winner Game 3
If four teams remain after Game 6, the following procedure will be observed:
Game 7 — Winner Game 5 vs. Winner Game 6
Game 8 — Winner Game 4 vs. Loser Game 6
Game 9 — Loser Game 7 vs. Winner Game 8
Game 10 — Winner Game 7 vs. Winner Game 9
Game 11 — If necessary, same teams as in Game 10
If five teams remain after Game 6, the following procedure will be observed:
Game 7 — Loser Game 5 vs. Loser Game 6
Game 8 — Winner Game 4 vs. Winner Game 5
Game 9 — Winner Game 6 vs. Winner Game 7
If two teams remain after Game 9, the following procedure will be observed:
Game 10 — Winner Game 8 vs. Winner Game 9
Game 11 — If necessary, same teams as in Game 10
If three teams remain after Game 9, the following procedure will be observed:
Game 10 — Winner Game 8 vs. Loser Game 9
Game 11 — Winner Game 9 vs. Winner Game 10

In all six-team tournaments, Games 1, 2 and 3 will be played on the first day; Games 4, 5 and 6 will be played on
the second day; Games 7, 8 and 9 will be played on the third day, and Games 10 and 11 will be played on the
fourth day.
Eight-Team Format (Five Days)
The following are the formats and scenarios for the tournament where eight teams participate (five days):

Day 1
Game 1 — Team 4 vs. Team 5
Game 2 — Team 1 vs. Team 8
Game 3 — Team 3 vs. Team 6
Game 4 — Team 2 vs. Team 7

Day 2
Game 5 — Loser Game 1 vs. Loser Game 2
Game 6 — Loser Game 3 vs. Loser Game 4
Game 7 — Winner Game 1 vs. Winner Game 2
Game 8 — Winner Game 3 vs. Winner Game 4

Day 3
Game 9 — Winner Game 6 vs. Loser Game 7
Game 10 — Loser Game 8 vs. Winner Game 5
Game 11 — Winner Game 7 vs Winner Game 8
Game 12 — Winner Game 10 vs. Winner Game 9

Day 4
Game 13 — Winner Game 12 vs. Loser Game 11
Game 14 — Winner Game 11 vs. Winner Game 13

Day 5
Game 15 — Winner Game 14 vs Loser Game 14 (if necessary)

SECTION IX: TRANSPORTATION

Local transportation for the participating teams shall be the responsibility of the participating institutions.

SECTION X: VOLUNTEER NEEDS

Volunteers will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise sales.

SECTION XII: COACHES ASSOCIATION

Not applicable
SECTION XII: AGREEMENT TO TERMS AND CONDITIONS

The championship host agrees to all terms and conditions as outlined above in the Championship Bid Specifications Agreement.

☐ Agree ☐ Disagree

In addition to this form please submit the following:

➢ key contact form
➢ proposed budget and financial report
➢ facility site questionnaire

SIGNED:

Sponsoring Agency Representative _________________________________________________

Agency ________________________________________________________________

Address (Please list street, city, state and zip code for overnight mail.)

_________________________________________________________________________

Telephone Number (          )_____________ Facsimile Number (          )_____________

Email: ______________________________