



2018 NCAA Division III Diving Regionals Preliminary-Round Information and Bid Checklist

Bid Checklist

The following materials must be submitted by institutions that wish to be considered as hosts for diving regional competition. All materials are due by **5 p.m. Eastern time, Friday, June 30.**

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, located at the following link: <https://championships.ncaa.org>.

Please carefully review the [2017 NCAA Division III Men's and Women's Diving Host Operations Manual](#) and make note of the following for all diving regionals:

- **All institutions hosting a Division III diving regional will receive a \$2,400 stipend.**
- **Effective with the 2014-15 academic year, institutions will not receive an honorarium for hosting non-predetermined competition. In addition, hosts will not receive per diem; consult the 2016-17 [travel policies](#) for further detail.**

_____ **Facility Profile.** An online facility profile form must be completed 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.

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.

_____ **Lodging.** Bids must include hotel availability and quality of rooms for participating institutions.

_____ **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.

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 are located [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 submitted using the document upload in the championships bid and host portal.

Liability Insurance. NCAA regulations require that host institutions and sponsoring agencies of NCAA championships shall have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least \$1 million per occurrence for bodily injury and property damage.

Self-insurance programs meet the provisions of this regulation, as long as they meet the specifications (i.e., primary comprehensive general public liability insurance coverage, with combined single limits of at least \$1 million per occurrence for bodily injury and property damage).

Therefore, it will be necessary for host institutions to provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This can be sent to travel@ncaa.org.

The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance. Please note that the NCAA must be listed as the certificate holder.

Note: If host institutions must purchase a special events insurance policy, the institution should submit confirmation in writing. However, the certificate of insurance must be submitted to the NCAA national office 48 hours before the championship. In addition, if your institution has previously submitted to the NCAA an active, non-sport specific certificate of insurance for the current academic year, you do not need to resubmit an additional certificate at this time.

Additional Host Information/Resources

Host Operations Manual. The [2017 NCAA Division III Men's and Women's Diving 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 III 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 Liz Homrig at 317-917-6245 or lhovrat@ncaa.org.