2017 NCAA Division III
Softball Championship
Preliminary-Round Information and Bid Checklist

Selections

Team and site selections for the 2017 NCAA Division III Softball Championship will be announced at 1 p.m. Eastern time, Monday, May 8 via web stream on ncaa.com.

Championship Date Formula

Regionals: Friday, May 12-Sunday, May 14 or Thursday, May 11-Saturday, May 13*
Super Regionals: Friday, May 19 and Saturday, May 20

*Regional sites that include a team with a no-play Sunday policy will follow a Thursday-Saturday format. All other regional sites must follow a Friday-Sunday format.

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, April 21.

Each institution must submit a certificate of insurance in addition to the online forms listed below, which may be accessed and submitted through the championships host portal (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 III Softball Pre-Championship Manual before submitting a proposed budget and make note of the following for all preliminary-round games:

- 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.
- All lodging expenses (if needed) for umpires and the site representative must be included in your proposed budget. Do not include umpires’ fees, per diem and
travel expenses. These expenses will be paid by the NCAA through ArbiterPay. The NCAA will pay per diem and travel expenses for site representatives directly.

- Do not budget for softballs. The NCAA will ship Rawlings softballs to each regional and super regional site.

**Facility Profile.** An online facility profile must be completed by each institution interested in hosting preliminary or final round competition. Information regarding videoboard, 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. Refer to pages 20-21 of the 2016-17 NCAA Division III Softball Pre-Championship Manual for site selection procedures.

**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 conducting 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.

**Lodging.** The host institution shall hold 15 non-smoking hotel rooms (13 doubles and 2 singles) May 11-15 (May 10-14 for any Thursday-Saturday regional sites) for each team that travels to the regional site. The host institution shall hold 15 non-smoking hotel rooms (13 doubles and 2 singles) May 18-20 for the team that travels to the super regional site. The selected hotel property shall be within 30 miles of the competition site. If multiple team hotels are used, they shall offer comparable room rates and amenities. The host institution should make every effort to negotiate a room rate that includes complimentary breakfasts, Internet access and parking for participating institutions/student-athletes. The selection of a host site may be dependent on the availability and quality of lodging in the locale and the room rate.
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.

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 should be sent to Barb Hallam at bhallam@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 no later than 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.

Facility Diagram/Photos. Potential hosts must submit a facility diagram or photos of the competition facility as part of the bid materials. These documents can be uploaded by using the “Bid Document Upload” tab in the Championships Bid and Host portal.
Additional Host Information/Resources

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

**Site Representative Manual.** The [2016-17 NCAA Division III Softball Championship Site Representative Manual](#) will be available to site representatives assigned to each regional and super regional site.

**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 Barb Hallam at 317-917-6570 or [bhallam@ncaa.org](mailto:bhallam@ncaa.org).