2017 NCAA Division III Women’s Volleyball Championship  
Preliminary-Round Information and Bid Checklist

Selections

Selections for the 2017 NCAA Division III Women’s Volleyball Championship will be announced at 12:30 p.m. Eastern time, Monday, November 6 via web stream on ncaa.com.

Preliminary-Round Schedule

Regionals: Friday-Sunday, November 10-12 (Note: Regional sites that include teams with a no-play on Sunday policy will be conducted Thursday-Saturday, November 9-11).

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 27.

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.

Before submitting a proposed budget, please carefully review page 16 of the 2017-18 NCAA Division III Women’s Volleyball Pre-Championship Manual and make note of the following for all preliminary-round competition:

- Hosts of non-predetermined preliminary-round sites will not receive an honorarium. NCAA staff will override the honorarium listed upon the host’s submission of the financial report.

- Effective this year, per diem for hosts of non-predetermined preliminary-round sites will be reinstated at a rate of $30; consult the 2017-18 travel policies for further detail.
• All lodging expenses for officials and site representatives (if needed) must be included in your budget. Fees, per diem and travel expenses for referees and line judges should not be included. Those expenses will be paid through ArbiterPay. In addition, fees, per diem and travel expenses for site representatives should not be included in your budget. The NCAA will pay those expenses directly.

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 boards, LED boards 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 page 16 of the pre-championship manual for facility requirements and 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 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.

Lodging. The host institution/agency shall hold 12-15 non-smoking hotel rooms Nov. 9-13 for each of the teams participating at the 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/agency should make every effort to negotiate a room rate that includes complementary 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. A Letter of Intent template is provided by the NCAA for the host institution/agency to use to confirm the hold with the hotel(s). The host institution/agency must submit this document with its bid materials for the regional site. The document should be uploaded by clicking on the “Division III Women's
Volleyball Preliminary Rounds” link on the institution’s home page under the "Information for Bids” column.

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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 institutions 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. The certificate must be submitted to the 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, an 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. The 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.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. For the NCAA Division III Women’s Volleyball Championship, submit the certificate of insurance to Barb Hallam at [bhallam@ncaa.org](mailto:bhallam@ncaa.org).
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.

Local Officials Information. The NCAA Division III Women's Volleyball Committee confirms the referees for each preliminary round. Potential hosts are responsible for confirming individuals in the locale who will serve as line judges, scorers and libero trackers.

Additional Host Information/Resources

Host Operations Manual. The 2017-18 NCAA Division III Women’s Volleyball Championship 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 NCAA Championship Drug Testing 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.