2017 NCAA Division II Men's Lacrosse Championship

NON-PREDETERMINED PRELIMINARY-ROUND INFORMATION AND BID CHECKLIST

Selections

Selections for the 2017 NCAA Division II Men's Lacrosse Championships will be announced on Sunday, May 7, at 7:30 p.m. Eastern time via web stream on NCAA.com.

Preliminary-Round Schedule

Semifinal:         Sunday, May 21, 2017 or Saturday, May 22, 2017 (if conflict)

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 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 the following link: 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 and will allow you to transfer budget information between rounds. 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 15-16 of the 2017 NCAA Division II Men’s Lacrosse 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.

Facility Evaluation Form. 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.
A facility profile can be maintained and updated on a regular basis. If a facility can host multiple sports, just simply check the box to provide the requisite information for that facility. Please refer to pages 7-9 of the 2017 and 2018 Men’s Lacrosse Rules and Interpretations for minimum field dimensions. For information on alternate sites and site selection procedures please refer to the Pre-Championship Manual.

**Key Contacts Form.** The key contacts for your institution should be updated 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 upon 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. If this information is deemed sensitive, confidential and cannot be shared, then you must 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.

**Lodging.** The host institution/agency shall negotiate a courtesy hold for the participating institutions/student-athlete(s). The selected hotel properties shall be within no more than 30 miles of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. A Letter of Intent template is provided by the NCAA for the host to use to confirm the hold with the hotel(s).

**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 NCAA Travel at 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.

______

(Other additional requirement(s)). If you have any additional sport specific bid requirements, they should be added here. If other documents are required, they can be uploaded in to the Championships Bid and Host portal system.

Additional Host Information/Resources

Host Operations Manual. The 2017 NCAA Division II Men’s Lacrosse Championship Host Operations Manual (coming soon to the Division II men’s lacrosse page on ncaa.org) 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 Will Hopkins at 317-917-6779 or championshipbid@ncaa.org.