2017 NCAA Division II Men’s Basketball Championship
Regional Information and Bid Checklist

Selections

Selections for the 2017 NCAA Division II Men’s Basketball Championship will be announced at 10:30 p.m. Eastern time, Sunday, March 5, via web stream on NCAA.com.

Preliminary-Round Schedule

Regional Quarterfinals: Saturday, March 11
Regional Semifinals: Sunday, March 12
Regional Final: Tuesday, March 14

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, Feb. 24.

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.

Please carefully review pages 17 and 18 of the 2016-17 NCAA Division II Men’s Basketball Pre-Championship Manual before submitting a proposed budget, and make note of the following:

- 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 Profile.** An online facility profile must be completed and/or maintained as necessary by each institution interested in hosting regional 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. Refer to pages 17 and 18 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 administering 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 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.** 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. Certificate must be submitted to NCAA before
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, off-campus venues 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. 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- or higher.

It is 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 Jay Jay Rackley at jrackley@ncaa.org.

**Additional Host Information/Resources**

**NEW FOR 2017 – LODGING.** The NCAA will work with Anthony Travel on a pilot program in contracting hotels for the Division II men’s and women’s basketball regionals, which has previously been done by the host. Anthony Travel will work directly with the hotels to source, negotiate and contract all properties that will be used, while keeping the prospective host informed as to the status of the contacting process. Below is the timeline for this process.

January 2017:
- Anthony Travel to contact the top 25 potential hosts per the NABC/WBCA Coaches poll to make introductions and discuss market opportunities and challenges.
- Our expectation is for the host to hold rooms to the best of their ability only in the event a host anticipates an issue with securing rooms.
- Anthony Travel to negotiate top 25 potential host sites per the NABC/WBCA Coaches poll.
- Anthony Travel to send a Letter of Intent (LOI) to hotels we intend to contract with should the site host a regional. Rooms will be held on a contingent basis – team must advance in order to host.

February 2017:
- Confirm hotels are holding as indicated on LOI in likely host sites.
- Drop/Release rooms at any site that we know won’t advance to hosting, as well as monitor published committee rankings in the event there is a new potential host.
March 2017:

- March 1 – confirm hotels are holding rooms at potential host sites and communicate with prospective hosts.
- March 6 - send agreements to hotels in host sites via DocuSign.
- NCAA to countersign immediately via DocuSign and final copies sent to host, hotel and NCAA.
- Hosts to handle seed assignments in each region in conjunction with the NCAA championship administrator.

Host Operations Manual. The 2017 NCAA Division II Men’s Basketball 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 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 Donnie Wagner at 317-917-6813 or dwagner@ncaa.org.