



2018 NCAA Division I Baseball Championship Regional and Super Regional-Round Information and Bid Checklist

Selections

Regional site selections for the 2018 NCAA Division I Baseball Championship will be announced at 9 p.m. Eastern time, Sunday, May 27, via ESPN's Bottom Line. The 64-team bracket will be announced during a selection show on ESPNU at Noon Eastern time, Monday, May 28.

Preliminary-Round Schedule

Regionals: Friday, June 1 – Monday, June 4
Super Regionals: Friday, June 8 – Saturday, June 10; or Saturday, June 9 – Monday, June 11

Bid Checklist

The following materials must be submitted by institutions that wish to be considered as hosts for regional and super-round competition. All materials are due by **the end of the day, Friday, May 18**.

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.

If interested in submitting a bid for Super Regionals, a separate bid should be submitted for **both** a two-day super regional and a three-day super regional.

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 19-22 of the [2018 NCAA Division I Baseball 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 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 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. Refer to page pages 19-21 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 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).

_____ **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. This document should be submitted using the document upload in the championships bid and host portal.

_____ **Safety and Security – Key Contacts.** You must **also submit the NCAA Championships Safety and Security Team contact information form**, located in [Appendix A](#) of the *Best Practices* document. This document should be submitted using the document upload in the championships bid and host portal.

_____ **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 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, 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. 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.

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 the championships staff at ctolliver@ncaa.org.

Regional Starting Times Form. For regional sites, the prospective host institution should note their preferred starting times and day one game order.

All regional sites will be broadcast on an ESPN platform (ESPN, ESPN2, ESPNU, ESPN3, Longhorn Network, ACC Network or the SEC Network). Prospective hosts shall submit their preferred starting times for all games and day one preferred game order. Host institution preferred starting times and game order for day one will be taken into consideration; however, hosts should note that the finalized regional game times and day one game order shall ultimately be determined by the NCAA and ESPN.

Please use this form to provide your preferred game times should you be selected to host a regional site. The document is also available on the Championships Bid and Host Portal and once completed should be submitted using the document upload in the championships bid and host portal.

Super Regional Starting Times Form. For super regional sites, the prospective host institution should note their preferred starting times.

All super regional sites will be broadcast on an ESPN platform (ESPN, ESPN2, ESPNU, ESPN3, the Longhorn Network, ACC Network or the SEC Network). Prospective hosts shall submit their preferred starting times for all potential super regional games. Host institution preferred starting times will be taken into consideration; however, hosts should note that the finalized super regional game times shall ultimately be determined by the NCAA and ESPN.

Please use this form to provide your preferred game times should you be selected to host a super regional site. The document is also available on the Championships Bid and Host Portal and once completed should be submitted using the document upload in the championships bid and host portal.

Professional Lighting Survey of Playing Field. For television purposes the NCAA recommends that all preliminary round hosts have field lighting that measures an evenly distributed 125 horizontal foot-candles in the infield and 100 horizontal foot-candles in the outfield. At a minimum, 100 infield/70 outfield horizontal foot-candles are required to televise an NCAA championship event. **In order for**

the NCAA to plan for the ordering of additional lighting where needed, each institution submitting a bid is required to provide a professional lighting survey, completed in the last two years. For more information on NCAA lighting standards, please review the [NCAA best lighting practices](#) document. Once completed, your professional lighting survey should be submitted using the document upload in the championships bid and host portal.

Power Verification Document. Specific power requirements are needed for broadcast purposes at all sites hosting preliminary rounds of the championship. It is required that each institution submitting a bid to host a regional or super regional submit the Power Verification Document form which states whether or not the required power specifications can be met. The document is available on the Championships Bid and Host Portal and once completed should be submitted using the document upload in the championships bid and host portal.

Seating Diagram and Facility Photos. Each institution submitting a proposed budget is required to also submit a seating diagram depicting the seating location for the visiting team(s) and photos of their baseball facility (stadium exterior, stadium interior, signage, fences, scoreboard, playing field, dugouts, clubhouses, etc.). The seating map and facility photos should be submitted using the document upload in the championships bid and host portal.

Photos of Television Announce Position and Camera Location. Photographs of your designated television announce position and all designated camera locations must be submitted by each institution interested in hosting preliminary-round competition. These photos should be submitted using the document upload in the championships bid and host portal.

Instant Replay – Dugout Location (Super Regionals Only). If you are submitting a bid to host a super regional round, you will be required to provide space in one of the dugouts in the end closest to home plate for the instant replay facilitator. This space should have a working phone line (with long distance dial-out capabilities) and access to a power outlet. It is the responsibility of the host institution to provide this space and accommodations for super regionals. There are no bid materials that need to be submitted for this item, but please begin planning accordingly.

Bat Testing. Again for 2018, bat testing will occur at all regional and super regional sites. Host institutions will be responsible for securing the bat testing barrel compression fixture (bat testing unit) and bat ring. If a host site does not already have both a bat testing unit and bat ring, they will be required to purchase them from LV Sports (www.barrelcompression.com).

See page 21 and Appendix F of the [host operations manual](#) for more details on the bat testing and the bat testing device ordering process.

Additional Host Information/Resources

Host Operations Manual. The 2018 NCAA Division I Baseball Championship Preliminary Rounds Host Operations Manual will assist your institution in all stages of the bidding and hosting process.

Regional Bracket (blank). All 2018 NCAA Division I Baseball Championship regional sites will use this bracket and tournament format.

Media Coordinators Manual. The 2018 NCAA Division I Baseball Preliminary Rounds Media Coordinators Manual will assist your Sports Information Director in all aspects of media coordination of regional and super regional competition.

Weather Detection Equipment. A standard lightning and weather detection system will be used at all regional and super regional round sites. This initial information will help you familiarize yourself with the system. Institutions selected to host will receive more information on the weather detection system the week of competition.

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 I 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 Chad Tolliver at 317-917-6706 or ctolliver@ncaa.org.