2018 NCAA Division I Women’s Lacrosse Championship
Preliminary-Round Information and Bid Checklist

Selections

Selections for the 2018 NCAA Division I Women’s Lacrosse Championship will be announced at 9 p.m. Eastern time, Sunday, May 6 via web stream on NCAA.com.

Preliminary-Round Schedule

Opening Round: Tuesday, May 8 or Wednesday, May 9
Between noon and 3 p.m.

First Round: Friday, May 11:
Single game – between 2 and 7 p.m.
Doubleheader – between noon and 7 p.m., with 45 minutes allotted between games that includes 35 minutes of warm-up for teams in game two

Second Round: Sunday, May 13:
Between noon and 3 p.m

Quarterfinals: Saturday, May 19: Sunday, May 20:
Between noon and 8 p.m. OR Between noon and 3 p.m

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 20.

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 14-15 of the 2018 NCAA Division I Women’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 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 14-15 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.** A signed hotel agreement(s) must be uploaded for the bid to be considered complete. The host institution/agency shall negotiate a 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).

For first-round games, hotel rooms must be held for participating teams beginning on Wednesday, May 9. For quarterfinal-round games, hotel rooms must be held for participating teams beginning on Thursday, May 17 (Saturday games) or Friday, May 18 (Sunday games).

**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 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. Please send these to the championships staff Alaina Keller (akeller@ncaa.org); copying Ryan Tressel (rtressel@ncaa.org).

**Additional Host Information/Resources**

**Host Operations Manual.** The 2018 NCAA Division I Women’s Lacrosse 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 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 the Ryan Tressel at 317-917-6316 or rtressel@ncaa.org.
Receipts and Expenses Sample Worksheet

The following worksheet is provided as a guide to assist with budgeting for the NCAA Division I Women’s Lacrosse preliminary round bids. This is only a guide as each site has different costs associated but this should give a general idea of typical ranges. Questions please contact Ryan Tressel at rtressel@ncaa.org.

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Ticket Type</th>
<th>Channel</th>
<th>Budget Tickets</th>
<th>Actual Tickets</th>
<th>Price</th>
<th>Budget</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td></td>
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</tbody>
</table>

Should be listed at Host Channel

This should have the best estimated ticket numbers. Make sure they are realistic with what you have done over the season and what you expect.
Potentially could be zero as the ONLINE MARKETING SYSTEM budget (separate than this host budget) should be utilized first. Otherwise for a one-day event this should be minimal ($100-$200) unless it is anticipated to assist in having a large crowd in which the advertising can be justified to be more.

Typically this is blank unless minor printing costs for promotion and/or postage.

Typically postage is blank as there is nothing to mail with such tight turnarounds. Printing is blank unless there are minor ticket printing costs.

Typically for prelim competition this is blank unless any commissions on facility/taxes involved or credit card expenses.

Should not be used to purchase equipment or upgrade facility. Typically this is around $100-$500 depending on needs for various item.

This must be clicked and filled out even if there is no rental fee.

Typically this is either blank or no more than $200 as the NCAA will send a basic signage package.
These are usually minimal.

This will vary depending on needs of facility.

Typically this is blank as athletic department sports information handles this.

With only one match these are usually minimal but will depend on your facility.

Actual work done for the preparation of the lacrosse field for competition.

Should be for one person (site rep) for up to 2-3 nights depending on time of game.
<table>
<thead>
<tr>
<th>Entertaiment</th>
<th>$0.00</th>
<th>$0.00</th>
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<tbody>
<tr>
<td>Media</td>
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<tr>
<td>Pregame, Halftime and Postgame</td>
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<tr>
<td>Meetings</td>
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<td></td>
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<tr>
<td>Luncheons and Banquets</td>
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<tr>
<td>Participant Refreshments</td>
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<tr>
<td><strong>Add Others</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Telephone Installation</td>
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<td></td>
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<tr>
<td>Temporary Restrooms</td>
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<tr>
<td>Copy / Fax Machines</td>
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<tr>
<td><strong>Add Others</strong></td>
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</tr>
<tr>
<td><strong>Officiating Expenses</strong></td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Officials Lodging</td>
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<tr>
<td>Officials Travel</td>
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<tr>
<td>Officials Fees</td>
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<tr>
<td>Officials Per Diem</td>
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<tr>
<td><strong>Add Others</strong></td>
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</tbody>
</table>

- **Hospitality for any media. Typically no more than $250.**
- **Recommended to be around $200-$500 used for hospitality room.**
- **Banquets are not allowed at preliminary competition so this should be blank.**
- **Cost of refreshments for teams. Typically not more than $100-$150.**
- **Should be lodging for 4 officials for the proper number of nights.**
- **NCAA pays this through ArbiterPay so this should be blank.**