



## 2018 NCAA Division III Women's Lacrosse Championship Preliminary-Round Information and Bid Checklist

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### Selections

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Selections for the 2018 NCAA Division III Women's Lacrosse Championship will be announced at 10 p.m. Eastern time, Sunday, May 6, Date via web stream on NCAA.com.

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### Preliminary-Round Schedule

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First Round: Saturday, May 12  
Second Round: Sunday, May 13  
Regionals: Saturday and Sunday, May 19 and 20

As outlined on page 14 of the [2017-18 NCAA Division III Women's Lacrosse Pre-Championship Manual](#), all first- and second-round games shall start at 1 p.m. local time and all regional games must choose the option of 11:30 a.m. and 2:30 p.m. for regional semifinals with a 1 p.m. regional final or 1 p.m. and 4 p.m. for regional semifinals with a 2:30 p.m. regional final. At the regional semifinals, the game shown higher on the championship bracket will be the first game played. The game shown lower on the championship bracket will be the second game played.

A host institution desiring to deviate from these times shall indicate its requested start time(s) on the facility evaluation form and notify the championship manager by April 29.

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### Bid Checklist

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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, Sunday, April 29.**

**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 19-20 of the [2017-18 NCAA Division III Women's Lacrosse Pre-Championship Manual](#), prior to submitting a proposed budget, and make note of the following for all preliminary-round games:

- **Institutions will not receive an honorarium for hosting non-predetermined competition. NCAA staff will override the honorarium listed upon the host's submission of the financial report.**

- **Effective this year, per diem for non-predetermined hosts 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. 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.
- Expenses for game balls should not be included in the bid as these will be provided by the NCAA and STX.

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**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 19 of the pre-championship manual for facility requirements and site selection procedures.

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**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.

When starting a bid, you will be prompted to enter new key personnel, or edit or confirm your existing key personnel. In addition, you will be asked to designate individuals who should receive the various host shipments (e.g., sport equipment, merchandise, awards, etc.). **Please include the proper mailing address for overnight deliveries. P.O. box addresses will not be accepted.**

Personnel who will administer the competition also will be listed and can be edited within the Profile section of the Championships Bid and Host portal. When entering individuals in this manner, information must be entered on both the General tab and the Role/Titles by Sport or Facility tab.

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**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).

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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. 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.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This can be sent to the championships staff at [kwillard@ncaa.org](mailto:kwillard@ncaa.org).

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**Preliminary Round Form.** Each year, the Division III Women's Lacrosse Preliminary Round form must be completed. The form contains additional questions to assist the Division III Women's Lacrosse Committee in the site selection process.

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### **Additional Host Information/Resources**

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**Host Operations Manual.** The [2017-18 NCAA Division III Women's Lacrosse 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 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 Keith Willard (317-917-6767; [kwillard@ncaa.org](mailto:kwillard@ncaa.org)) or Kevin Alcox, championship manager, at 317-917-6085; [kalcox@ncaa.org](mailto:kalcox@ncaa.org)).