



2018 NCAA Women's Bowling Championship Opening Round Match Information and Bid Checklist

Selections

Selections for the 2018 National Collegiate Women's Bowling Championship will be announced on Wednesday, March 28, 2018 via web stream on NCAA.com.

The NCAA Women's Bowling Committee will select a field of 10 teams, 6 automatic qualifying teams from qualified conferences, and 4 at-large teams. Teams will be ranked, based on available selection criteria, with the top 6 being placed in the championship bracket. The remaining four teams will play in opening round matches to determine the final two teams that will compete in the championship.

Opening Round Match Schedule

In conjunction with the current opening round structure guidelines, the committee will determine where each opening round match will take place during their selection process on March 28. If the opening round matches are hosted by one of the participating institutions, that institution can choose to play on either Friday, Saturday or Sunday of the week prior to the championship. Dates for the 2018 opening round matches, and the championship are below.

Opening Round Matches: Friday, April 6, Saturday, April 7 OR Sunday April 8
Championship: Thursday-Saturday, April 12-14

NOTE: If it is determined, based on the opening round policies and procedures, that both opening round matches will take place at the site of the championship, matches will be on Tuesday, April 10.

Bid Checklist

The following materials must be submitted by institutions that wish to be considered as hosts for opening round competition. Institutions may submit bids starting on **November 1, 2017**. All materials are due by **5 p.m. Eastern time, Friday, March 23**. More information regarding the hosting of an opening round match can also be found on the [NCAA Women's Bowling Landing Page](#) on NCAA.org.

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](#).

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 and include all expenses that will be incurred by hosting a single opening round match. The appropriate round and date of competition must be indicated on each budget.

Please carefully review your budget prior to submitting, and make note of the following:

- All facility expenses, including rental fees, should be included in your budget.
- All lodging, officials' fees, per diem and travel expenses for officials must be included.
- Budget items will be reviewed by the NCAA championship manager. If adjustments must be made, they will be in contact with you prior to the selection of your institution to host an opening round match.

_____ **Facility Profile**. An online facility profile must be completed and/or maintained as necessary by each institution interested in hosting opening-round competition.

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.

_____ **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.

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. 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. This can be sent to the championships staff at claster@ncaa.org.

Additional Host Information/Resources

Host Operations Manual. The [NCAA National Collegiate Women's Bowling Championship Opening Rounds 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 to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution is responsible for determining if the facility will be in compliance as of the dates of the championship. If the host institution becomes aware that a facility hosting an NCAA championship event will not be in compliance, the host institution 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 Eric Breece at 317-917-6781 or ebreece@ncaa.org.