

NCAA[®] SITE SELECTION PROCESS



NCAA SITE SELECTION PROCESS



2029, 2030, 2031
NCAA DIVISION II SOFTBALL CHAMPIONSHIP
SPORT SPECIFIC INFORMATION

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IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.

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SECTION I: INTRODUCTION

The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these championships, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship several years in advance so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sport or sports oversight committee and the appropriate NCAA governing body. All activities and events associated with the championship are to be approved by the respective sport or sports oversight committee.

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SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (16)	Thursday through Saturday before super regionals.
Super Regionals (8):	Thursday and Friday before finals.
Finals:	Championship played on the fourth weekend in May (Thursday-Wednesday).

DATES AVAILABLE FOR BID	
Finals:	May 31- June 6, 2029 (Practice Day: May 30) May 30- June 5, 2030 (Practice Day: May 29) May 29- June 4, 2031 (Practice Day: May 28)

PLEASE NOTE: The Division II Softball Committee will consider bids for 2029, 2030 and/or 2031. The committee will also consider multi-year bids.

The championship provides for a field of 64 teams. Four teams will participate at each of sixteen regional sites in a double-elimination tournament. The sixteen teams advancing from regional competition will participate in a two-team, best of three super regional at eight sites. The finals will include the eight super regional winners.

Note: Division II is in the middle of the triennial budget process. Any recommendations that impact the format (e.g., championship structure, participants) would be effective for the 2027-28 academic year. The Division II Championships Committee will review sport committee requests in February 2026. If a request is submitted that impacts the format of this championship, the bid specs will be updated by March 1, 2026 to serve as notice to bidders on the potential change(s). Final approval by the Division II governance structure is anticipated by late October 2026. Championship managers will communicate with bidders in early November to confirm any changes to the format as part of the bid review process.

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SECTION III: GENERAL FACILITY REQUIREMENTS

A facility diagram should be included in the bid package materials. Priority will be given to hosts with lighted fields (or access to lighted fields), all other criteria being equal. Recommendation: 150 foot candles in the infield and outfield.

The facilities used in the softball championship must meet the requirements listed in the NCAA Softball Rules and Interpretations Book, as well as the ones listed below:

Required

If due to inclement weather, it is determined by the NCAA representative in consultation with the softball committee chair and NCAA liaison, games can be moved to a different field other than the one described in the bid process.

1. FIELD OF PLAY

- a. Field must be compliant with NCAA rules.
- b. National championship site must use a 6-foot, non-collapsible outfield fence.
- c. Per NCAA rule, a 4-foot seating buffer must extend around the field where applicable.
- d. The distance from home plate to the backstop must be a minimum of 25 feet (maximum 30 feet).
- e. The infield may be skinned or artificial. The outfield must be grass or artificial turf.
- f. An **electronic** scoreboard and public address system (including a backup, if possible) must be available.
- g. A tarp, where applicable, must be available for inclement weather. The tarp crew should be prepared for tarping the entire field on short notice and be able to accomplish this without the assistance of participating teams.
- h. Home and away bullpens must be similar in composition (same material as the pitching surface on the game field preferred) and similar in proximity from each dugout. Pitchers for subsequent games may have access to bullpens, with priority given to the game in progress.
- i. It is highly recommended that hosts provide two bullpens or designated areas for both the home and away team.
- j. All on-site corporate signage must be covered.
- k. Personnel to shag balls should be provided.
- l. A designated, restricted and comparable area for stretching and throwing only will be provided to teams in the immediate proximity to the playing field.
- m. 4-inch field lines.
- n. The following equipment must be provided to all teams during practice sessions and warmup on game day: two front-toss screens, balls for front toss, two tees and two buckets of balls.
- o. If batting cage(s) are adjacent to one of the dugouts and can be used during the game, a sock net must be provided for the other dugout to use during the game. If the batting cage(s) is not adjacent to the dugout(s), a sock net should be provided near each dugout.
- p. Foul poles must extend vertically upward at the point it intersects the home-run fence. The color of the foul pole should be white or optic orange.
- q. Guidelines for field maintenance by the grounds crew.

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- Mark field in accordance with all applicable NCAA softball rules.
- Drag infield.
- Level out batter's boxes and pitcher's area. Water batter's boxes and pitcher's area, if necessary.
- Re-mark batter's boxes and foul lines as necessary.
- Rake to improve field of play as needed.
- r. The facility must permit use of metal cleats.

2. DUGOUTS

- a. Permanent, enclosed dugout must accommodate 30 persons.
- b. The dugout must be covered and enclosed from spectators and inclement weather. A temporary cover is permissible.
- c. The banned bat list should be in each dugout. Several copies should be made available. Color copies are preferred.
- d. Must provide cups, water, ice and trash in each dugout. NCAA cups and coolers must be used at all times at final site.
- e. Dugouts should be cleaned after each game.

3. SPECTATOR AREA

- a. The facility must be enclosed in order to charge admission and minimum seating should provide not fewer than 500 unobstructed seats.
- b. Implement crowd control procedures. At least one uniformed security guard should be at the facility during competition.
- c. Sign stating that all practices are closed must be posted for all practices prior to the beginning of actual tournament game play.
- d. Designate team seating areas in the stands; should be marked with appropriate signage.
- e. Press box should be an enclosed space and size to allow for a minimum of 12 individuals to work (i.e., NCAA.com broadcasters, official scorers, statisticians, etc.)
- f. A covered three-sided press area must be provided.
- g. Designate seating for NCAA committee, umpires and liaisons (15 people total) separate from fans.
- h. Implement security measures for restricted access areas (locker rooms, press area, hospitality, etc.).
- i. Upon request, a minimum of one phone lines must be available for use at press row (radio/internet/phone/fax).
- j. A covered interview area, with restricted access, must be provided in a relatively quiet area (i.e., not in close proximity to player or media hospitality) that is secure and secluded from spectators and player hospitality.

4. HOSPITALITY AREAS

- a. A covered tournament hospitality area for tournament staff (minimum size of 20' x 30') should be available for final sites.
- b. Two covered tournament hospitality areas for player and team personnel should be available for final sites and secluded from spectators.
- c. Designate room for NCAA committee, umpires and liaisons (20 people total) equipped with tables, outlets

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- and a television for viewing the game.
- d. Implement security measures for restricted access areas (locker rooms, press area, hospitality, etc.).
5. LOCKER ROOMS
 - a. Locker rooms are not required but are preferred; **however**, if the host team has a locker room, a comparable area must also be provided for the visiting teams.
 - b. Hosts must identify a permanent structure that all teams may use should weather delays occur. This may include: classrooms, meeting rooms, common areas, etc. All teams should have access to these areas regardless of whether or not locker rooms are provided.
 - c. Implement security measures for restricted access areas (locker rooms, press area, hospitality, etc.).
 6. UMPIRE GAME ACCOMODATIONS
 - a. There must be a designated area for a private umpire's lounge. Umpires should have the ability to lock this area upon leaving.
 - b. Showers and laundry facilities should be made available for umpires.
 - c. Towels must be available for umpires.
 - d. Water, cups and snack items should be made available in the lounge area.
 - e. Implement security measures for restricted areas (locker rooms, press area, hospitality, etc.).
 - f. If umpire locker room is not within the facility, a golf cart or vehicle should be provided to transport umpires to and from the facility.
 7. VIDEO REPLAY REQUIREMENTS
 - a. Personnel
 - **Video Review Headset Assistant.** The host institution will be responsible for providing an individual to assist with the video review communication process. This person will have the headset on near the field of play (dugout location that should be at the end of the dugout closest to home plate) to assist in the communication between the video review centralized review center, the umpire crew chief on the field and the other designated umpire during a review. The Video Review Headset Assistant must wear the headset the entire game and be in position at least one hour before game time. This can be the same person as the Video Review Facilitator (see below in this section) if the site prefers. The Video Review Headset Assistant must also have a cell phone as a back-up form of communication, along with the power cord for the cell phone. The Video Review Headset Assistant can receive a per-game fee that is consistent with typical game operations personnel. These expenses should be included in the personnel section of the online proposed budget for the regionals and super regionals.
 - **Video Review Facilitator.** The host institution site representative from IT or Facilities also must be provided that can work with DVSPORT Inc. on setting up the video encoder and Voice Over IP (VOIP) system at the host site and testing the video and communication transmission between the host site and the CRC. This person needs to be available to assist DVSPORT Inc. two days prior to the start of the games through the end of the last game in case testing or troubleshooting equipment is required.

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b. Facility Requirements

- The dugout location of the Video Review Headset Assistant should have:
 - Access to a power outlet.
 - A cell phone that can be used to communicate with the CRC if the headset system were to experience any issues.
 - Enough XLR cabling that the Video Review Headset Assistant can come on to the field 30 feet to give the headsets to the umpires during a review.
- A power outlet must be at the facility designated for the DVSport, Inc. Review Case.
- Internet connections – An internet connection is needed for DVSport, Inc. located at the facility with a minimum throughput of 40 mbps. The Network Specifics for the Internet Connection:
 - TCP/UDP Connection: Two outbound TCP and UDP connections are required. The connection must be stateful or bidirectional.
 - Router/Firewall: The video encoder and voice-over IP system will be connected to a DVSport provided router and be protected by its firewall.
 - Network Ports: Please ensure the following ports are open on the IP address.
 - IP Address Port Number Inbound/Outbound Port Type Purpose
 - 66.37.50.50, Ports 13011-13208 Outbound (bidirectional) TCP/UDP Video.
 - 66.37.50.50, Port 12001-12004 Outbound (bidirectional) TCP/UDP Communication.
 - 66.37.50.50, Ports 14001-14002 Outbound (bidirectional) TCP/UDP DVSport.
- Intercom lines – Two XLR lines between the TV truck location and the designated Video Review Headset Assistant location.
 - An example of the type of XLR cabling we are requesting is a Belden 8723. Any cabling of similar spec is acceptable
 - The XLR cabling the school provides should be long enough for the video review assistant to get the headsets 30' on the field for the umpires during a review

8. OTHER REQUIREMENTS

- a. Concessions and an athletic training facility must be available on-site. If permanent facilities are not available, tents may be used to meet this requirement.
- b. Adequate restrooms must be on site (portable or permanent) within 100 feet of the facility.
- c. Designate drug-testing area, if selected.
- d. Designate a coin flip area and should be near the actual field of play.
- e. Designate an area for sale of championship merchandise.
- f. Designate a telephone number for teams to call for schedule/field condition updates in the event of inclement weather.
- g. Adequate parking must be available on site for teams, tournament personnel and umpires. Complimentary designated parking with restricted access for NCAA staff and umpires must be provided.

8. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.



9. For all rounds, all teams should be accorded practice facilities of **equal quality** beginning with the day immediately preceding the tournament and during the tournament.
 - a. It is suggested that batting practice be arranged on a field other than the tournament field in the event more than one game is to be played on a given day.
 - b. Participating teams must be allowed to practice on the game field for a maximum one hour, **weather permitting**. In addition, a nearby practice facility can be available for additional practice time. The NCAA representative will monitor practices on the competition field. If a team arrives early, it may take the field at that time but is still limited to the scheduled amount of time.
 - c. Be sure to build in transition time (approximately 10 minutes) into the practice schedule. Practices are closed (facility permitting) and may not be used for scouting purposes.
 - d. On game day, each team will be permitted a maximum of seven minutes for shared practice and seven minutes of individual practice prior to game time on the competition field.
9. If broadcast rights are obtained in the future, the NCAA will work with future hosts on the details of the requirements. For broadcast specific details please reference the General Section, Broadcast, Media and Internet. Please complete the power verification form and attach it with your bid (available in the bid portal).

The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting "Yes" below.

☐ YES

☐ NO

☐ NO with Exception

Prospective hosts who do not agree with all requirements in this document shall select either "No" or "No with Exception" and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.

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SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts, attendance and ticket price history since the 2017-18 season.

Year	Host	Attendance	Ticket Prices
2018	City of Salem, Mountain East Conference	2,198	Adult All Session – \$35 Student/Senior All Session – \$20 Adult Single Session – \$10 Student/Senior Single Session – \$7 Group – \$5
2019	Metropolitan State University of Denver	2,565	Adult All Session – \$35 Student/Senior All Session – \$20 Adult Single Session – \$8 Student/Senior Single Session – \$4
2020	Chattanooga Sports, Lee University and University of North Georgia	Cancelled	Adult All Session – \$35 Student/Senior All Session – \$20 Adult Single Session – \$10 Student/Senior Single Session – \$6
2021	Metropolitan State University of Denver	3,254	All General Admission – \$8
2022	Metropolitan State University of Denver	2,532	Adult All Session – \$40 Student/Senior All Session – \$20 Adult Single Session – \$10 Student/Senior Single Session – \$5
2023	Chattanooga Sports, Lee University and University of North Georgia	4,217	Adult All Session – \$40 Student/Senior All Session – \$20 Adult Single Session – \$10 Student/Senior Single Session – \$5
2024 (Festival)	Greater Orlando Sports Commission, Rollins College	2,396	Adult All Session – \$40 Student/Senior All Session – \$20 Adult Single Session – \$12 Student/Senior Single Session – \$6
2025	Chattanooga Sports, Lee University and University of North Georgia	2,534	Adult All Session – \$40 Student/Senior All Session – \$20 Adult Single Session – \$12 Student/Senior Single Session – \$6
2026	Chattanooga Sports, Lee University and University of North Georgia		
2027	Chattanooga Sports, Lee University and University of North Georgia		

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2028	Chattanooga Sports, Lee University and University of North Georgia		
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Media Attendance & points of origin (Local vs national)

This event typically attracts local media, some softball-specific media outlets and institutional sports information directors. Participating institutions also hire photographers for action shots.

SECTION V: LODGING

General Guidelines:

The NCAA has partnered with On Location. to manage the NCAA Championship Housing Program and all championship housing needs. On Location serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, can deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, On Location will be responsible for managing the selection and contracting process for all championship housing accommodations.

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel.) Efforts will be made to provide some deference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

Bid responses may highlight any recommended properties On Location should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. On Location will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

All hotels contracted must have experience with and understand the needs of large groups. For certain championship events, additional room blocks may be required for fan travel.

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The NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.

Contracted properties will be responsible for complying with all requirements in the contract terms as presented in the sample contract.

Specific Guidelines

1. **Hotel Room Block.** The following is the hotel room block required for this championship:

	Number of Hotels	Service Level	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Notes
Teams ¹	1	Full-Service		144	144	144	144	144	72	36	36	36	Please ensure breakfast is included.
Headquarters & Officials	1	Full-Service	3	11	23	23	23	23	23	23	23	23	Please ensure laundry services and breakfast is included.
Total	2	See above	3	155	167	167	167	167	95	59	59	59	

¹ **Room Types:** 15 Doubles, 2 King, 1 Suites, per team

All hotels shall be within 30 miles of the event venue. The team hotels must be of comparable quality and distance from the playing venue.

The host institution is financially responsible for the official accommodations to be reimbursed by the NCAA.

Teams will pay for their own rooms.

- a. Participating Teams. Teams may arrive the Tuesday prior to finals and depart the Thursday after finals so availability of hotels in the area should be checked beginning with that date through Wednesday night.



Generally, each team will need 14 to 15 double rooms and two single rooms (the official traveling party is 26 per team). Remember that as teams lose, they may leave; be sure to communicate this to the hotels.

Institutions that do not utilize these accommodations are financially responsible for said rooms and must receive written release before staying elsewhere.

- b. NCAA Committee. The national softball committee shall serve as the games committee. On Location will make a reservation for each committee member (eight) plus the championship manager (one) and support staff member (one) at the headquarters hotel (ten rooms total). The staff liaison and chair may arrive Monday or Tuesday (please confirm with them prior to arrival), and committee members will arrive Tuesday. All may check out by the following Thursday.
- c. Umpires. Umpires will arrive Wednesday. Again, confer with umpires to determine checkout. On Location will secure a single room for each umpire, six (6) umpires and one (1) umpire-in-chief. The NCAA will confirm umpire reservations at least one week prior to the tournament.

NOTE: Umpires and NCAA committee representatives should not be housed in the same hotel as the participating teams unless there are no other accommodations available. At a minimum, they should stay on a different floor or wing of the hotel.

2. Meeting Rooms.

- a. Participating Teams. Each participating team should be provided one meeting room to use for the duration of their stay. All meeting rooms should have a 24 hour hold.
- b. Umpires. A meeting room for umpires should be reserved for umpires Wednesday evening from 7 to 11 p.m. local time.

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Bracket board.
6. Credentials.
7. Funding for volunteer apparel.
8. Funding for promotional efforts.
9. Signage.
10. Equipment (game balls).
11. Mementos to the official traveling parties of the participating teams.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.

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9. Security.
10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.
12. Tickets.
13. All computers, printers, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)
16. Adequate and experienced grounds crew personnel and equipment to handle all field preparations.
17. Other items as later requested by the NCAA.

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SECTION VII: TRANSPORTATION

1. **Teams**. Local transportation for the participating teams shall be the responsibility of the participating institutions.
2. **Officials**. Local ground transportation will be arranged and paid for by the NCAA.
3. **Committee/NCAA Staff**. Local ground transportation will be arranged and paid for by the NCAA.

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SECTION VIII: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$4,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, NCAACHampsPromotion.com, is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

All requests, for both artwork and reimbursement, must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website NCAACHampsPromotion.com
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.

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SECTION IX: TENTATIVE SCHEDULE OF EVENTS

Tuesday

Morning	Committee and team arrival (have all committee information ready for distribution).
6 p.m.	Facility walk-through.

Wednesday

9 a.m. – 3:50 p.m.	TEAM PRACTICES
4 p.m.	Umpire Facility Walkthrough
6 p.m.	Championship banquet.
8 p.m.	Admin./Coaches Meeting
9 p.m.	Umpire Meeting

Thursday

11 a.m.	GAME # 1
1:30 p.m.	GAME # 2
4 p.m.	GAME # 3
6:30 p.m.	GAME # 4

Friday

11 a.m.	GAME # 5
1:30 p.m.	GAME # 6
2 – 3:35 p.m.	PRACTICE – Loser of Game 1
2 – 3:35 p.m.	PRACTICE – Loser of Game 2
3:40 – 5:15 p.m.	PRACTICE – Loser of Game 3
3:40 – 5:15 p.m.	PRACTICE – Loser of Game 4

Saturday

11 a.m.	GAME # 7
1:30 p.m.	GAME # 8
4 p.m.	GAME # 9
6:30 p.m.	GAME # 10
2:30 – 4:05 p.m.	PRACTICE – Winner of Game 5
2:30 – 4:05 p.m.	PRACTICE – Winner of Game 6

Sunday

11 a.m.	GAME # 11
1:30 p.m.	GAME # 12
4 p.m.	GAME # 13 – (if necessary)
6:30 p.m.	GAME # 14 – (if necessary)

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Monday	10 – 11:30 a.m. Noon – 1:30 p.m.	PRACTICE – Winner of Game 11/13 PRACTICE – Winner of Game 12/14
Tuesday	6 p.m.	Game #1 Championship Series
Wednesday	3 p.m. 5:30 p.m.	Game #2 Championship Series Game #3 Championship Series (if necessary)

PRACTICE SCHEDULE

Wednesday

Time	Team	Game Field/Practice Field
9 - 9:45 a.m.	Seed 1	Game Field
9 - 9:45 a.m.	Seed 8	Practice Field
9:45 – 9:50 a.m.	<i>Switch</i>	
9:50 – 10:35 a.m.	Seed 8	Game Field
9:50 – 10:35 a.m.	Seed 1	Practice Field
10:35 – 10:45 a.m.	<i>Transition</i>	
10:45 – 11:30 a.m.	Seed 4	Game Field
10:45 – 11:30 a.m.	Seed 5	Practice Field
11:30 – 11:35 a.m.	<i>Switch</i>	
11:35 a.m. – 12:20 p.m.	Seed 5	Game Field
11:35 a.m. – 12:20 p.m.	Seed 4	Practice Field

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12:20 – 12:30 p.m.	Transition	
12:30 – 1:15 p.m.	Seed 2	Game Field
12:30 – 1:15 p.m.	Seed 7	Practice Field
1:15 – 1:20 p.m.	Switch	
1:20 – 2:05 p.m.	Seed 7	Game Field
1:20 – 2:05 p.m.	Seed 2	Practice Field
2:05 – 2:15 p.m.	Transition	
2:15 – 3 p.m.	Seed 3	Game Field
2:15 – 3 p.m.	Seed 6	Practice Field
3 – 3:05 p.m.	Switch	
3:05 – 3:50 p.m.	Seed 6	Game Field
3:05 – 3:50 p.m.	Seed 3	Practice Field

Note: Practices should also be arranged for teams on off days.

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SECTION X: ANCILLARY EVENTS

Banquet. To celebrate and welcome all participating student- athletes and championships personnel, the host shall provide a banquet the prior to championship play beginning. The number of guests, financial assistance provided by the NCAA and total budget shall be determined after consultation with the NCAA staff. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes. The host will be responsible for coordinating all details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff. Hosts should plan for approximately 300 people to attend the banquet.

The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting "Yes" below.

☐ YES

☐ NO

☐ NO with Exception

Prospective hosts who do not agree with all requirements in this document shall select either "No" or "No with Exception" and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.

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SECTION XI: VOLUNTEER NEEDS

The NCAA committee will secure individuals for the following positions:

- Umpires (6).
- NCAA Regional Advisor.
- Broadcast personnel.

The host will be responsible for securing volunteers/personnel for the following areas:

- Score board operator.
- Music coordinator.
- Video board operator, if applicable.
- Grounds crew.
- Public address announcer.
- Hospitality.
- Media coordinator.
- Photographer.
- Team liaisons (8).
- Laundry.
- Video replay.
- Ball shaggers.
- Concessions, merchandise sales.
- Security.
- Drug testing couriers, if necessary.
- Ticketing personnel.
- Baquet MC.
- Athletic training room and personnel.
- Ushers.
- Facility management.
- Additional operational needs.

The host should plan to coordinate volunteers in shifts throughout the day. Below are examples of shifts that will need filled. Note the positions listed below are subject to change based on needs of championship:

Task Description	Days Needed	Volunteers Needed	Approximate Time
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Assist softball committee and umpire in chief with any or all of the following responsibilities: team clock management for practices/warm-ups; restocking on and off-field refreshment stations for student-athletes and coaches; oversight of the student-athlete hospitality; game official runner; and, additional duties as assigned.	Wednesday	4	9 a.m. - 1 p.m.
	Wednesday	4	1- 4 p.m.
	Wednesday	4	4 - 8:30 p.m.
	Thursday	4	9 a.m. - 1 p.m.
	Thursday	4	1- 4 p.m.
	Thursday	4	4 - 8:30 p.m.
	Friday	4	9 a.m. - 1 p.m.
	Friday	4	1- 4 p.m.
	Saturday	4	9 a.m. - 1 p.m.
	Saturday	4	1- 4 p.m.
	Saturday	4	4 - 8:30 p.m.
	Sunday	4	9 a.m. - 1 p.m.
	Sunday	4	1- 4 p.m.
	Monday	4	9 a.m. - 1 p.m.
	Monday	4	1- 4 p.m.
	Tuesday	4	4 - 9 p.m.
	Wednesday	4	1- 4 p.m.

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	Wednesday	4	4- 8 p.m.
Assist media relations with any or all of the following responsibilities: provide statistics updates, post-game media conference assistance, interview coordination of student-athletes and coaches; delivery of post-game statistics to media and participating teams; provide assistance to NCAA webstreaming partners and, additional duties as assigned.	Wednesday	1	9 a.m. - 1 p.m.
	Wednesday	1	1- 4 p.m.
	Wednesday	1	4 - 8:30 p.m.
	Thursday	1	9 a.m. - 1 p.m.
	Thursday	1	1- 4 p.m.
	Thursday	1	4 - 8:30 p.m.
	Friday	1	9 a.m. - 1 p.m.
	Friday	1	1- 4 p.m.
	Saturday	1	9 a.m. - 1 p.m.
	Saturday	1	1- 4 p.m.
	Saturday	1	4 - 6:30 p.m.
	Saturday	1	4 - 8:30 p.m.
	Sunday	1	9 a.m. - 1 p.m.
	Sunday	1	1- 4 p.m.
	Monday	1	9 a.m. - 1 p.m.
	Monday	1	1- 4 p.m.
	Tuesday	1	4 - 10 p.m.
	Wednesday	1	1- 4 p.m.
	Wednesday	1	4- 9 p.m.
Assist grounds crew staff with any or all of the following responsibilities: maintenance of the practice area; practice field set-up; game field maintenance; tarp management; team escort to appropriate playing/practice field and, additional duties as assigned.	Wednesday	2	9 a.m. - 1 p.m.
	Wednesday	2	1- 4 p.m.
	Wednesday	2	4 - 8:30 p.m.
	Thursday	2	9 a.m. - 1 p.m.
	Thursday	2	1- 4 p.m.
	Thursday	2	4 - 8:30 p.m.
	Friday	2	9 a.m. - 1 p.m.
	Friday	2	1- 4 p.m.

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	Saturday	2	9 a.m. - 1 p.m.
	Saturday	2	1- 4 p.m.
	Saturday	2	4 - 6:30 p.m.
	Saturday	2	4 - 8:30 p.m.
	Sunday	2	9 a.m. - 1 p.m.
	Sunday	2	1- 4 p.m.
	Monday	2	9 a.m. - 1 p.m.
	Monday	2	1- 4 p.m.
	Tuesday	2	4 - 9 p.m.
	Wednesday	2	1- 4 p.m.
	Wednesday	2	4- 9 p.m.

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☐ YES

☐ NO

☐ NO with Exception

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SECTION XII: BUDGET HISTORY

The chart below contains the three-year average of expenditures for the championships.

Expenditures Three-Year Average	
Total Expenses	\$91,000
Promotion	\$8,000
Tickets	\$2,000
Facility	\$8,000
Personnel	\$31,000
Entertainment	\$28,000
Equipment	\$4,000
Officiating Expenses	\$10,000