

NCAA[®] SITE SELECTION PROCESS





2029, 2030 and 2031
NCAA DIVISION III BASEBALL 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 to institutions’ 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 sports committee subject to final authority from the NCAA DIII Championships Committee. All activities and events associated with the championship are to be approved by the sports committee.

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SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals - TBD (16 sites on campus)	Friday-Sunday week prior to Super Regionals.
Super Regionals - TBD (8 sites on campus)	Friday prior to Memorial Day through Sunday prior Memorial Day.
Finals	Friday following Memorial Day through Thursday the following week.

DATES AVAILABLE FOR BID	
2029	June 1 – 7 (Practice Day: Thurs., May 31)
2030	May 31– June 6 (Practice Day: Thurs., May 30)
2031	May 30– June 5 (Practice Day: Thurs., May 29)

The championship provides for a field of 64 teams. Regionals will consist of four (4) teams competing at sixteen sites. Super Regionals will consist of two (2) teams competing at eight sites.

All rounds will use a double elimination format. Conference champions shall qualify automatically. Geographic proximity takes precedence over seed when placing teams on the bracket. Regional and Super Regional rounds will be played on the campus of one of the competing institutions or at an alternate site approved by the Division III Baseball Committee. The final will be played at a predetermined site.

Finals - The eight Super Regional winners will qualify for the double-elimination pools advancing to a best of three championship series championship.

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SECTION III: GENERAL FACILITY REQUIREMENTS

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.

Specific Requirements.

Listed below are specific requirements a host institution/sponsoring agency must meet to be considered to host the NCAA Division III Baseball Championship:

1. Stadium.

- a. The stadium must be modern, clean and accessible. Playing surface must be safe and of championship caliber.
- b. The stadium must have adequate facilities for network color television as follows:
 - (1) Lighting (for Night Play). A minimum of 150 vertical footcandles evenly balanced over the entire playing surface.
 - (2) Parking for Television Production Vehicles. A minimum of 250 linear feet for parking, immediately adjacent and accessible to the stadium.
 - (3) Championship Parking. The host institution/sponsoring agency agrees to provide 30 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA Division III Baseball Committee.
- c. The host institution/sponsoring agency agrees that on the date of competition or practice, no alcoholic beverages or "nonalcoholic" beer shall be sold or dispensed for public or private consumption anywhere in the stadium, or on stadium property, other than in privately-owned suites specifically exempt by facility contract. Such beverages may not be brought to the suite during the championships (i.e., during the period from the time access is available to spectators until all patrons have left the facility or area used for competition).

Alcoholic beverages may not be served in facility clubs or restaurants beginning at the time the building opens to the public and ending 90 minutes after conclusion of the final contest (or practice) of the day. "Facility clubs or restaurants" are those whose patrons have access to the stadium seating area without passing a ticket-taker's position.

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Alcoholic beverages shall not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, alcoholic beverages shall not be distributed or consumed outside the private viewing suites.

Also, no advertisements denoting, publicizing or promoting the sale of alcoholic beverages shall be hung, installed or displayed anywhere within the stadium during the term of the lease period.

- d. The host institution/sponsoring agency agrees to provide a tarp for the playing surface for outdoor facilities.
- e. The NCAA shall have the exclusive right to sell products licensed by the NCAA for marketing. Only NCAA-licensed merchandise may be sold at the stadium (inside and outside). Any stadium souvenir shop may not be open during the event unless arrangements have been with Event 1 prior to the championship.

The host institution/sponsoring agency shall make every effort to restrict the retail sale of souvenir merchandise that has not been authorized by the NCAA and shall confiscate any "pirated" merchandise that may become available for sale in its market.

- f. The host institution/sponsoring agency shall maintain throughout the term of the lease, comprehensive general public liability insurance with single limits of at least \$1 million covering personal injury and property damage, and shall provide the NCAA national office with the appropriate certificate. The host institution/host agency further agrees to indemnify and hold harmless the NCAA and its employees from and against all claims of liability to third parties for injury to or death of persons or loss of damage to property arising out of or in connection with the performance of the contract between the two parties.
- g. The host institution/sponsoring agency shall provide at the stadium one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 60 per minutes. The copy machine shall be located in an area convenient to the media.
- h. The stadium shall arrange with the local telephone company to install 10 business private lines (BIS) toll-restricted in an area of the arena designated by the committee. The NCAA also requires that a minimum of four complimentary portable two-way radios be provided.
- i. The stadium shall not permit any banners, signs, displays or advertising to be posted, hung or displayed in the stadium during any session of the tournament games. The host is responsible for covering any advertising it cannot be removed or hidden.
- j. The committee will not recommend any stadium to host a future final session unless it is constructed and in operation at the time the committee submits its site recommendation to the championships committee.
- k. Practice Fields. Two practice fields with batting cages must be made available for the participating teams use. One practice field must have indoor capabilities to hold indoor practices during inclement weather.

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- I. Minimum Press Requirement to be Provided at the Site.
 - (1) Press box area with 20 media positions and five photography/television spaces.
 - (2) Working pressroom for 10 to 15 persons.
 - (3) Interview room for 20 persons. The host institution/sponsoring agency shall provide elevated interview and camera areas, adequate television lighting, sound equipment (microphones, amplifier, etc.). The NCAA shall have final approval and direction of all sound and lighting equipment.
 - (4) Refreshment area for 25 persons.
 - (5) Additional pipe and drape, platforms, etc., as designated by the baseball committee.
 - (6) Public address systems as designated by the baseball committee.
 - (7) Chairs as designated by the baseball committee.
 - (8) Skirting, pipe and drape for work areas as designated by the baseball committee.
 - m. Dressing/Meeting Rooms. Separate locker rooms large enough for the bench size (35) and one dressing room for game officials (8) shall be provided. Additionally, one on-site committee meeting room/suite box/office area must be made available.
 - n. The stadium shall submit the following information to the baseball committee:
 - Description of stadium and field, marking including logos, etc.
 - Description of stadium boxes sound system.
 - Description of existing advertising contracts.
 - Number of private suites and availability.
 - o. Drug-Testing Area. The stadium shall make available a dedicated area for NCAA drug testing, should it be designated.
2. 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).

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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

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SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts, attendance and ticket price history since the 2020-21 season.

Year	Host	Attendance	Ticket Prices
2021	Cedar Rapids, IA	1,362	All Session: Student: \$20 Senior: \$22 Adult: \$35 Single Session: Senior: \$8 Adult: \$12 *Note: Pandemic restrictions affected ticket sales plans.
2022	Cedar Rapids, IA	1,616	All Session: Student/Senior: \$25 Adult: \$40 Single Session: Student/Senior: \$10 Adult: \$15
2023	Cedar Rapids, IA	1,497	All Session: Student/Senior: \$25 Adult: \$40 Single Session: Student/Senior: \$10 Adult: \$15
2024	Eastlake, OH		All Session: Student: \$22 Adult: \$35 Single Session: Student: \$8 Adult: \$12
2025	Eastlake, OH		All Session: Student: \$22 Adult: \$35 Single Session: Student: \$8 Adult: \$12

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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 preference 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 Anthony Travel 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. Anthony Travel 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 sports related groups. For certain championship events, additional room blocks may be required for fan travel.

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 will all requirements in the contract terms as presented in the sample contract.

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Hotel Room Block

					1st Round	2nd Round (2 Teams Elim)	Quart Finals (2 Teams Elim)	Semi Finals (2 Teams Elim)	Day of Rest	Champ 1	Champ 2 & 3	TOTAL
Block	Room Type	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
Teams (8)	Double/Doubles	0	152	152	152	152	116	80	36	36	36	930
	Kings	1	8	8	8	8	6	4	2	2	2	49
Headquarter & Officials	Kings	1	17	35	35	35	35	35	35	35	35	298
American Assoc. of Baseball Coaches (ABCA)	Kings	0	0	10	10	10	10	10	10	10	10	80
Total	20	1	205	205	205	205	129	83	83	83	1357	

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

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue. It is recommended that the room rate include a hot breakfast, team meeting space, internet/wi-fi and van/bus parking for each day of competition along with the practice day. A minimum of sixteen double/double sleeping rooms for each team is required. Two complimentary bedroom suites (for the head coach and the administration) are recommended.

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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. Game balls.
5. Awards for the participating teams.
6. Hydration product (e.g., water, electrolyte solution, coolers, etc.)
7. Official souvenir program in digital form.
8. Bracket board. (if applicable)
9. Credentials.
10. Mementos to the official traveling parties of the participating teams.
11. Funding for volunteer apparel.
12. Funding for promotional efforts.

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.

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7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.
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. Other items as later requested by the NCAA.
16. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)

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SECTION VII: TRANSPORTATION

There are no additional transportation requirements from the host for the Division III Baseball Championship outside of the parking requirements listed in Section III.

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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, www.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.** 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 www.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

Wednesday

Committee and NCAA Staff Manager Arrives

Teams Arrive

6:00 p.m. LOC/Host/Committee Welcome Social at hotel

Thursday

8:00 a.m. Administrative Meeting with Head Coaches and TBD Team Administrators at stadium

9:00 a.m. to 5:00 p.m. Team Practices & Team Photos

7:00 p.m. Championship Banquet/Opening Ceremonies

TBD Umpires Meeting @ umpire hotel

Friday

10:00 a.m. Game # 1

1:15 p.m. Game # 2

4:45 p.m. Game # 3

8:00 p.m. Game # 4

Saturday

10:00 a.m. Game # 5

1:15 p.m. Game # 6

4:45 p.m. Game # 7

8:00 p.m. Game # 8

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Sunday

11:00 a.m. Game # 9

3:00 p.m. Game # 10

Monday

10:00 a.m. Game # 11

1:15 p.m. Game # 12

4:45 p.m. Game #13 (If necessary)

8:00 p.m. Game #14 (If necessary)

Championship Series Schedule

Championship series doubleheaders – Second game starts 30 minutes following the conclusion of the first game.

Wednesday

Noon Game No. 1 – Pool A Winner v. Pool B Winner (Game #1, Best of Three Series)

Thursday

11:00 a.m. Game No. 2 – Pool A Winner vs. Pool B Winner (Game #2, Best of Three Series)

Game No. 3 – “If necessary,” Pool A Winner vs. Pool B Winner

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X: ANCILLARY EVENTS

Opening Ceremony:

Arrangements should be made for an opening ceremony to be held Thursday night for the official travel parties (30) for each of the eight participating teams. Other people who should be on the guest list include members of the NCAA Division III Baseball Committee, NCAA championship administrator, additional host institution personnel (i.e. president, faculty athletics representative and workers greatly involved in the conduct of the championship). A budget of approximately \$35/person is typical for this event.

The format of the opening ceremony has called for short welcome statements by representatives of the host institution and community, dinner, introduction of teams, championship video, and a Special Olympics component.

If room and arrangements can be made easily, the host may consider having tickets for sale to each team for their interested parties. Cost of the ticket should be based on the cost per plate.

Officials working the championship should **not** be invited.

In total, the opening ceremony location should be able to accommodate a minimum of 275 people.

Coaches Association:

The American Baseball Coaches Association (ABCA) is involved with the various activities during the championship week. All coaches' association activities held in conjunction with the championship are conducted at the discretion of the NCAA and are subject to NCAA approval. Please note, however, that the coaches' association does not sponsor its annual convention in conjunction with the championships.

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SECTION XI: VOLUNTEER NEEDS

A number of volunteers/host staff will be required each day for assignments. Examples of these positions are provided below. It is the responsibility of the host, in conjunction with the baseball committee, to ensure all areas are properly staffed throughout the championship.

1. Public address announcer.
2. Merchandise and game program sales.
3. Hospitality coordinator.
4. National anthem singers and color guards.
5. Ticket sellers/takers/ushers.
6. Game day manager, and assistants to help with pregame activities and awards ceremony.
7. Drug-testing couriers, if applicable.
8. Volunteers to help set up various in-game promotions and fan activities.
9. Other duties to be determined.

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XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
Total Expenses	\$108,414
Promotion	\$6,255
Tickets	\$1,778
Facility	\$26,195
Personnel	\$38,345
Entertainment	\$15,005
Equipment	\$1,050
Officiating Expenses	\$9,785