

NCAA[®] SITE SELECTION PROCESS





2028-29, 2029-30 and 2030-31
NCAA DIVISION III 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 aid 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

DIVISION III SOFTBALL DATE FORMULA	
Regionals (16)	One week prior to the super regionals (Thursday-Saturday)
Super Regionals (8)	Memorial Day Weekend (Thursday-Friday)
Finals	The weekend following Super Regionals (Thursday-Wednesday)

Please indicate the year(s) in which you are interested in serving as host.

DIVISION III SOFTBALL FINALS DATES AVAILABLE FOR BID	
2029	May 31 – June 6, 2029 (Practice Day: May 30)
2030	May 30 – June 5, 2030 (Practice Day: May 29)
2031	May 29 – June 4, 2031 (Practice Day: May 28)

The Division III softball championship currently provides for a field of 64 teams. The number of teams in the field is based on sport sponsorship numbers. Four teams participate at sixteen regional sites. The sixteen teams advancing from regional competition will participate in two-team, best-of-three-games super regionals at eight sites. The winner of each super regional will advance to the finals (eight teams at the finals site). Competition at the regionals, super regionals and finals will be a double elimination format.

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SECTION III: GENERAL FACILITY REQUIREMENTS

A facility diagram should be included in the bid materials. Priority will be given to hosts with lighted fields (or access to lighted fields), all other criteria being equal.

The facilities used for the softball championship must meet the requirements in the NCAA Softball Rules Book at the time of the championship, as well as the requirements listed below.

1. Field of Play

- a. It is highly recommended that the playing field be completely enclosed by sideline fences and a permanent home run fence in a smooth arc of not more than 235 feet from home plate. If the fence is constructed of a hard material (e.g., wood, cement or brick), it is required to be padded beginning no higher than 1 foot off the ground and extending to the top of the wood, cement or brick or 6 feet from the ground, whichever is shorter.
- b. Institutional fields with a 6-foot or taller fence must be a minimum of 190 feet in left and right fields and 220 feet in center field. Institutional fields with a 4-foot fence must be a minimum of 210 feet in left and right fields and 230 feet in center field.
- c. The backstop must be a minimum distance of 25 feet and a maximum distance of 30 feet from home plate. When a backstop is wood, cement or brick, it must be padded from dugout to dugout beginning not higher than 1 foot off the ground and extending to the top of the wood, cement or brick or 6 feet from the ground, whichever is shorter.
- d. The infield may be skinned or artificial. The outfield must be grass or artificial turf.
- e. It is highly recommended that the facility has a dirt warning track or a different color warning track if artificial turf. Hosts should note in their bids if they do not have this feature.
- f. A tarp, where applicable, must be available for inclement weather. The tarp crew should be prepared to tarp the entire field on short notice and be able to accomplish this without the assistance of participating teams.
- g. The facility must have white or fluorescent orange foul poles that extend a minimum of 10, or the recommended height of at least 40, feet from the ground and shall be immediately adjacent to or attached to the outside of the home run fence.
- h. The scoreboard (preferably electronic) must be visible and operate properly. All corporate identification on the scoreboard must be covered or removed.
- i. The facility must have a public address system.
- j. Dugouts must be covered and should be able to accommodate 32 people. Coolers with water/hydration products, cups and ice should be provided in each dugout.
- k. It is recommended that there be separate bullpens for each team. However, if only one bullpen is available, it should be regulation and large enough to accommodate two pitchers at the same time (one pitcher from each team). In either case, the warmup areas for the pitchers of the home team and the visiting team must be comparable.

2. Softball Stadium/Complex

- a. The complex must be enclosed so that admission can be charged and should provide a minimum seating capacity of 400.
- b. The facility must be available and tournament ready (i.e., all signage in place) for practice and competition

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from 4 p.m. Tuesday preceding the competition through the conclusion of the final game. Wednesday is the practice day; Thursday-Wednesday are competition days. Hosts should be prepared for the second Thursday as a competition day as well due to inclement weather during the championship. The facility will be clean and accessible, and playing conditions must be safe and of championship caliber.

- c. The following facilities/amenities must be available within close proximity to the game field:
 - 1) Two separate practice areas (preferably another softball field and/or a baseball field of the same surface) able to accommodate two full-team warm-ups must be available.
 - 2) Two separate pitching warm-up areas that include two pitching plates and two home plates must be available.
 - 3) Indoor warm-up options should be provided at no additional expense.
 - 4) Adequate restrooms (portable and/or permanent, and handicap accessible).
 - 5) An area for press conferences following each game of the championship. A tent may be used. An NCAA media backdrop should be displayed behind a table with bunting and a minimum of three chairs. All interviews should be video recorded, and the links should be posted on the championship host microsite.
 - 6) An athletic training area. A tent may be used.
 - 7) An area with a table to conduct bat testing. A tent may be used.
 - 8) An enclosed press box with workspace for 12 (including streaming crew and media) with appropriate lighting, heat, and air conditioning.
 - 9) A statistics control area containing at least one printer to provide game statistics and other materials. The facility shall be responsible for the installation and service costs for the machine during the championship.
 - 10) An area for the sale of championship merchandise.
 - 11) A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
 - 12) Separate hospitality areas for teams, officials, and the softball committee/VIPs/event personnel/media.
 - 13) Covered cool-down areas for the teams with benches or chairs and ice chests with water/hydration products.
 - 14) Private meeting space for the use of the NCAA.
 - 15) Complimentary parking spaces for the participating teams, NCAA representatives and umpires in prime locations.
 - 16) Tables, chairs, skirting, bunting, and platforms for all areas described herein as required by the NCAA.
3. Additional Requirements
 - a. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies. The host must secure at least one (preferably two) indoor practice facility for teams to practice during inclement weather.
 - b. The facility must cover all on-site corporate signage.
 - c. The facility must provide personnel to retrieve foul balls.
 - d. The facility must provide personnel to conduct bat testing in a covered space if not indoors.
4. 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. Implement security measures for restricted access areas (locker rooms, press area, hospitality, etc.).

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- c. If locker rooms are not provided, at minimum, each team should have a private space to shelter in place, cool down, and utilize a private restroom and store their equipment.
5. Umpire Accommodations
 - 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. Towels must be available for umpires.
 - c. Water, cups and snack items should be made available in the lounge area.
 - d. Implement security measures for restricted areas (locker rooms, press area, hospitality, etc.).
6. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.
7. 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.
8. 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).
9. The hosts should be prepared to sell tickets at the championship. Online ticket sales may be required if the facility capacity is below 500.

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 bid 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	OKC All Sports Association and the University of Central Oklahoma	Combined Championship with Divisions I and II	
2019	The University of Texas at Tyler	1,086	All-Session Adult: \$35 All-Session Student: \$20 Single Session Adult: \$12 Single Session Student: \$7
2020		Cancelled	All-Session Adult: \$25 All-Session Student: \$15 Single Session Adult: \$15 Single Session Student: \$10
2021	City of Salem and the Old Dominion Athletic Conference	2,009	All-Session Adult: \$35 All-Session Student: \$20 Single Session Adult: \$10 Single Session Student: \$7
2022	City of Salem and the Old Dominion Athletic Conference	1,048	All-Session Adult: \$40 All-Session Student: \$25 Single Session Adult: \$15 Single Session Student: \$10
2023	East Texas Baptist University	624	All-Session Adult: \$40 All-Session Student: \$25 Single Session Adult: \$15 Single Session Student: \$10
2024	East Texas Baptist University	1,833	All-Session Adult: \$40 All-Session Student/Child/Senior: \$25 Single Session Adult: \$15 Single Session Student/Child/Senior: \$10
2025	Illinois Wesleyan University	2,754	All-Session Adult: \$45 All-Session Student/Child/Senior: \$30 Single Session Adult: \$15 Single Session Student/Child/Senior: \$10

Media Attendance

Media attendance generally includes 5-10 local media or traveling media from participating institutions, in addition to 8-10 photographers and videographers from the hosts, participating institutions and local media outlets.

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SECTION V: LODGING

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 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 (e.g., availability to provide team meals prior to early morning practices/games and after late evening/night games conclude) 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 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 with all requirements in the contract terms as presented in the sample contract.

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Hotel Room Block

	Number of Hotels	Room Type	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.
Teams	1-3	Doubles	120	120	120	120	90	60	30	30	30
		King	16	16	16	16	12	8	4	4	4
		Suite	8	8	8	8	6	4	2	2	2
Headquarters	1	King	10	10	10	10	10	10	10	10	10
		Suite	1	1	1	1	1	1	1	1	1
Officials	1	King	1	8	8	8	8	8	8	8	8
Total	3-5		156	163	163	163	127	91	55	55	55

All hotels shall be in close proximity from the event venue. If two or more team hotels are used, they must be of comparable quality and distance from the venue and offer comparable amenities. A minimum of seventeen rooms (15 double/double rooms and two king rooms for the head coach and administrator) for each team is required. It is recommended that the room for the head coach be a complimentary bedroom suite. All rooms must be nonsmoking rooms. All team hotels must provide free parking for team vehicles (e.g., buses, vans, courtesy cars). Team hotels should also provide a complimentary private meeting space for each team.

Hotel charges (room and tax only) for the headquarters hotel and the hotel for the officials should be direct billed to the host institution. These expenses will be reimbursed by the NCAA through the final financial report. The participating institutions will be responsible for all hotel charges at the team hotels.

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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 fees for all umpires.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Official souvenir program (digital format).
6. Credentials.
7. Mementos for the official travel parties of the participating teams.
8. Championship merchandise.
9. Official game balls from the designated equipment supplier.
10. Championship signage.
11. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
12. Volunteer apparel.
13. Webcasting equipment and personnel.
14. 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 if the venue is not proximate to a hospital.

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5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.
10. Media room (fully equipped) and media seating/work area with hospitality.
11. Tickets.
12. All computers, printers, video equipment, photocopy machines, etc. necessary to administer the championship, and as may be required by the NCAA.
13. Appropriate directional signage within and outside the venue.
14. Press box personnel (e.g., public address announcers, official scorer, statisticians, etc.).
15. Laundry for participating teams.
16. Other items as requested by the NCAA. Such as bat testing equipment.

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SECTION VII: TRANSPORTATION

Local transportation for the participating teams shall be the responsibility of the participating institutions. Hosts should ensure complimentary parking is available on campus, at the facility, and assist at the hotel if necessary. Hosts should provide one courtesy car per team.

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SECTION VIII: MARKETING REQUIREMENTS

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 guide.
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 artwork and reimbursement requests 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 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

- Committee and NCAA staff arrive and conduct facility walkthrough
- Teams arrive

Wednesday

- Team Practices (8 a.m. – 4 p.m.)
- Administrative meeting
- Umpire meeting
- Banquet

Thursday

- Games 1-4

Friday

- Games 5-8

Saturday

- Games 9-10

- Games 5 & 7 Winners Practice

Sunday

- Games 11-12 (and Games 13-14 if necessary)

Monday

- Day of Rest
- Final two teams practice
- Game(s) if necessary due to inclement weather

Tuesday, Week 2

- Game 15

Wednesday, Week 2

- Game 16
- Game 17 – If necessary

Thursday, Week 2

- Game(s) if necessary due to inclement weather

Postgame press conferences should follow each team's last game of the day. On-field recognition of student-athletes will occur after the game when a team is eliminated. A formal awards ceremony will occur at the end of the championship series. Schedule subject to change.

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SECTION X: ANCILLARY EVENTS

The host is responsible for conducting a banquet Wednesday night for the dugout limit of 32 team members (student-athletes, coaches, medical personnel) for each of the eight participating teams. Additional attendees will include members of the NCAA Division III Softball Committee, NCAA staff, additional host institution personnel (e.g., president, director of athletics, event staff with significant championship responsibilities, sports commission staff members, etc.) and other VIPs from the participating institutions. Umpires working the championship should **not** be invited to attend the banquet. The banquet facility should be able to accommodate approximately 300-325 people.

The banquet program typically includes short welcome statements by representatives of the host institution and community, local entertainment/a banquet speaker, dinner, a championship video, and presentations of NCAA awards and NFCA all-America awards.

The hosts shall secure a room that can fit approximately 40 people for the administrative meeting Wednesday night before the banquet. The room shall be in the same venue as the banquet when possible.

The National Fastpitch Coaches Association (NFCA) will present all-America awards during the banquet Wednesday night. The annual convention of the coaches association is not held in conjunction with the softball championship.

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SECTION XI: VOLUNTEER NEEDS

Approximately 15 volunteers per day will be needed for assignments, including, but not limited to: foul ball chasers, ticket sellers, hospitality area monitors and merchandise sellers.

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SECTION XII: BUDGET HISTORY

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

Three-Year Average Expenditures	
Total Expenses	\$75,000
Promotion	\$4,000
Tickets	\$1,000
Facility	\$6,000
Personnel	\$27,000
Entertainment	\$21,000
Equipment	\$6,000
Officiating Expenses	\$9,000