



2024 NCAA Division I Baseball Championship Preliminary-Round Information and Bid Checklist

Selections

Selections for the 2024 NCAA Division I Baseball Championship will be announced at Noon Eastern time, Monday, May 27 via ESPN2 and ESPN+.

Preliminary-Round Schedule

Regionals: Friday, May 31 – Monday, June 3

Super Regionals: Friday, June 7 – Sunday, June 9; or Saturday, June 8 – Monday, June 10

Bid Checklist

The following materials must be submitted by institutions that wish to be considered as hosts for preliminary-round competition. All materials are due by **5 p.m. Eastern time, Monday, May 20.**

Each of the online forms listed below may be accessed and submitted through the championships bid portal at <https://championships.ncaa.org>.

To begin the process of submitting a bid, you will need to locate the specific divisional sport and round in the Championships Available for Bidding section and click on Start Bid.

- ☐ **Proposed Budget(s).** An online proposed budget must be completed for **each** round of competition you wish to host. For those institutions submitting bids for multiple rounds, a 'copy' function is available in the system and will allow you to copy the budget or bid for another round. The appropriate round and date of competition must be indicated on each budget. Please be sure to include projected ticket sales in the Receipts section.

Note: Due to budget system upgrades, budgets submitted before the 2023-24 academic year can no longer be copied. Any newly submitted budgets will again be available for copying for future years/additional rounds. Previous budgets may still be accessed via the Home tab.

Free-form fields in the budget templates have been eliminated. Bidders will have to make their selections from a predetermined menu of options for each category. To assist with determining the appropriate option, bidders can hover over each option for examples/details.

Please carefully review pages 21-23 of the 2023-24 NCAA Division I Baseball Pre-Championship Manual ([linked](#)), before submitting a proposed budget, and make note of the following for all preliminary-round competition:

- All lodging expenses for officials and site representative(s) must be included in your budget. Officials' fees, per diem and travel expenses do not need to be included, nor do per diem and travel expenses for site representatives – the NCAA will pay those expenses

directly.

- If needed, this space can be used for other pertinent information related to sport-specific championship budgets (i.e., do not budget for specific equipment; this will be provided by the NCAA).

- ☐ **Facility Profile.** An online facility profile must be completed and/or maintained as necessary by each institution interested in hosting preliminary-round competition. Information regarding video board, LED board and/or ribbon boards should be entered via the “Boards/Control Room” tab of the applicable venue profile.

A facility profile can be maintained and updated on a regular basis. If a facility can host multiple sports, check the appropriate box(es) under the Sports tab of the facility profile to provide the information for that facility. Refer to page (page #) of the pre-championship manual for facility requirements and site selection procedures. Beginning in 2023-24, facility information must be reviewed for completeness and accuracy once a year. Instructions on the process are included in the bid portal.

- ☐ **Key Contacts.** The key contacts for your institution should be entered and/or maintained as necessary within your profile. Please enter the information for the key personnel associated with running a championship at your site.

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

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

- ☐ **Critical Incident Response Team Contact Information.** Beginning in 2023-24, the system automatically will generate a critical incident response team contact information form based on data entered into the key contacts form and the new Emergency Numbers tab in the facility profile. If applicable, site representative information will be added by the championship manager once a site has been selected for hosting.
- ☐ **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 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. Your safety and security plan documents should be uploaded in the document section of the facility profile, under the Safety and Security tab.

- **Alcoholic Beverages.** All Division I, Division II and National Collegiate championships are eligible to engage in the sale of beer and wine, provided certain criteria are met. After starting a bid in the NCAA Bid Portal, users will be prompted to answer a few questions that will determine their institution's eligibility to sell beer and wine at a given venue. If a school is deemed eligible and is interested in selling beer and wine, it will be required to complete one of the agreement options that must be signed and uploaded into the bid portal. Please thoroughly review the Championships Alcohol Sales Policy before determining and completing the appropriate agreement. A host that indicates it plans to sell alcohol at its site will see a new "Concessions Reporting" section in the budget. This section will need to be completed AFTER the conclusion of competition and submitted along with the actual expenses.
- **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, while remaining sensitive to daily divisional per diem allowances. 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).

A minimum of 25 double-double rooms should be reserved by the host institution for the visiting team(s) for all regional and super regional round games. See the Preliminary-Rounds Host Operations Manual for more details on the lodging requirements.

Beginning in 2023-24, all prospective hosts for non-predetermined sites will be required to identify the hotel properties they secured for the event via the Hotels tab, along with an upload of signed hotel agreement(s)/letter(s) of intent.

- **Regional Starting Times Form.** For regional sites, the prospective host institution should note their preferred starting times and day one game order.

All regional sites will be broadcast on an ESPN platform (ESPN, ESPN2, ESPNU, ESPN3, Longhorn Network, ACC Network or the SEC Network). Prospective hosts shall submit their preferred starting times for all games and day one preferred game order. Host institution preferred starting times and game order for day one will be taken into consideration; however, hosts should note that the finalized regional game times and day one game order shall ultimately be determined by the NCAA and ESPN.

Please use this form to provide your preferred game times should you be selected to host a regional site. The document is also available on the Championships Bid and Host Portal and

once completed should be submitted using the document upload in the championships bid and host portal.

- **Super Regional Starting Times Form.** For super regional sites, the prospective host institution should note their preferred starting times.

All super regional sites will be broadcast on an ESPN platform (ESPN, ESPN2, ESPNU, ESPN3, the Longhorn Network, ACC Network or the SEC Network). Prospective hosts shall submit their preferred starting times for all potential super regional games. Host institution preferred starting times will be taken into consideration; however, hosts should note that the finalized super regional game times shall ultimately be determined by the NCAA and ESPN.

Please use this form to provide your preferred game times should you be selected to host a super regional site. The document is also available on the Championships Bid and Host Portal and once completed should be submitted using the document upload in the championships bid and host portal.

- **Photos of Television Announce Position and Camera Location.** Photographs of your designated television announce position and all designated camera locations must be submitted by each institution interested in hosting preliminary-round competition. These photos should be uploaded to the Championship Bid and Host Portal.
- **Professional Lighting Survey of Playing Field.** For television purposes the NCAA recommends that all preliminary round hosts have field lighting that measures an evenly distributed 125 horizontal foot-candles in the infield and 100 horizontal foot-candles in the outfield. At a minimum, 100 infield/70 outfield horizontal foot-candles are required to televise an NCAA championship event. **In order for the NCAA to plan for the ordering of additional lighting where needed, each institution submitting a bid is required to provide a professional lighting survey, completed in the last two years.** For more information on NCAA lighting standards, please review the [NCAA best lighting practices](#) document. Once completed, your professional lighting survey should be submitted using the document upload in the championships bid and host portal.
- **Power Verification Document.** Specific power requirements are needed for broadcast purposes at all sites hosting preliminary rounds of the championship. It is required that each institution submitting a bid to host a regional or super regional submit the Power Verification Document form which states whether or not the required power specifications can be met. The document is available on the Championships Bid and Host Portal and once completed should be submitted using the document upload in the championships bid and host portal.
- **Seating Diagram and Facility Photos.** Each institution submitting a proposed budget is required to also submit a seating diagram depicting the seating location for the visiting team(s) and photos of their baseball facility (stadium exterior, stadium interior, signage, fences,

scoreboard, playing field, dugouts, clubhouses, etc.). The seating map and facility photos should be submitted using the document upload in the championships bid and host portal.

- **Video Review Questionnaire.** All institutions interested in hosting a regional or super regional round of the 2024 NCAA Division I Baseball Championship **MUST** complete the DVSport Replay survey online at <https://goo.gl/forms/fnEG7jhAXtzxsIlw2>. Deadline to complete this form was Wednesday, April 17 (*please note this is before the bid deadline*).
- **Video Review Cabling Requirements.** Each host institution will need to meet minimum replay requirements for video review in conjunction with the regionals and super regionals. In addition, all expenses related to video review for the regional or super regional round will be the sole financial responsibility of the host institution. These expenses cannot be submitted with your proposed budget to host a regional or super regional round of competition. The institution will receive an invoice from DVSport, Inc. for the expenses for video review in conjunction with the regionals and or super regionals. It is anticipated that this invoice will be approximately \$7,300 per regional AND super regional site. If a host site does not have the necessary video cabling from the television truck location to the replay system location, this would also need to be provided at an approximate additional institutional expense of \$2,000.

See the [preliminary-rounds host operations manual](#) for more details on video review cabling requirements.

- **Video Review – Dugout Location (All Rounds).** If you are submitting a bid to host a regional and/or super regional round, you will be required to provide space in one of the dugouts in the end closest to home plate for the video review headset assistant. This space should have a dedicated and active working phone line (with long distance dial-out capabilities) and access to a power outlet. It is the responsibility of the host institution to provide this space and accommodations for regionals and/or super regionals. There are no bid materials that need to be submitted for this item, but please begin planning accordingly.
- **Bat Testing.** Again for 2024, bat testing will occur at all regional and super regional sites. Host institutions will be responsible for securing the bat testing barrel compression fixture (bat testing unit) and bat ring. If a host site does not already have both a bat testing unit and bat ring, they will be required to purchase them from Bat Testing Solutions (www.barrelcompression.com/bat-testers).

See page 34 and Appendix F of the [preliminary-rounds host operations manual](#) for more details on the bat testing and the bat testing device ordering process.

- **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. The 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 general liability coverage. (This is the minimum requirement per NCAA bylaws).

If applicable, off-campus venues 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. The NCAA must be named as an additional insured.

All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This information must be provided via the Certificate of Insurance link in the bid portal. As this is a new feature in the portal, all prospective hosts must upload their documentation once. Depending on the coverage, users must subsequently verify their documentation is still valid, or upload a new certificate once the previous version has expired.

Additional Host Information/Resources

Host Operations Manual. The 2023-24 NCAA Division I Baseball Championship Preliminary Host Operations Manual ([linked](#)) will assist your institution in all stages of the bidding and hosting process.

Media Coordinators Manual. The [2023-24 NCAA Media Coordinators Manual](#) will assist your Sports Information Director in all aspects of media coordination for preliminary rounds of the Division I Baseball Championship.

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 [drug testing site coordinator manual](#) and note that Drug Free Sport International will provide materials to assist in the program.

Weather Detection Equipment. A standard lightning and weather detection system will be used at all regional and super regional round sites. [This initial information](#) will help you familiarize yourself with the system. Institutions selected to host will receive more information on the weather detection system the week of competition.

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 host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

Regional Bracket (Blank). All 2024 NCAA Division I Baseball Championship regional sites will use this bracket and tournament format.

Statement of Inclusion. The host institution/conference plays a central role in fostering, growing and preserving an inclusive culture on-site at NCAA championship events. Potential hosts should review the NCAA statement of inclusion [here](#) and prepare to deliver and maintain an environment that is safe, healthy and free of discrimination and respects the dignity of all persons.

NCAA Bylaw 31. Please review Bylaw 31 of the NCAA Division (div) 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 Chad Tolliver at 317-917-6706 or ctolliver@ncaa.org.