

 **CHAMPION YOUR CITY.**



NCAA® SITE SELECTION PROCESS AND INFORMATION



2018-19
NCAA DIVISION III BASEBALL CHAMPIONSHIP
Regionals and Super Regionals
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 HOST CITY BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.





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 of the appropriate NCAA Championships Cabinet or Committee. All activities and events associated with the championship are to be approved by the sports committee.





SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals - TBD (16 sites)	Friday-Sunday prior to Super Regionals.
Super Regionals - TBD (8 Sites)	Friday and Saturday prior to Memorial Day.
Finals - Cedar Rapids, Iowa	Friday following Memorial Day through Tuesday or Wednesday.

Future Championship Dates - Cedar Rapids, Iowa

2019 – May 31-June 4/5

2020 – May 29-June 3, 2020

2021 – June 4-9, 2021

2022 – June 3-8, 2022

The championship provides for a field of 58 teams. Conference champions shall qualify automatically.

Regionals -13 regional sites will host four teams (double elimination) and three regional sites will host two teams (best of five series).

Super Regionals - 16 teams will compete at eight super regional sites (two teams each site) in a best of three series.

Finals- The eight super regional winners will qualify for the championship.





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 clean and accessible. The playing surface must be safe and of championship caliber.
 - b. The stadium must have adequate covered dugout facilities and should be available to accommodate the approved number of personnel in each dugout (35).
 - c. Lighting above the playing surface (for Night Play) is not mandatory. See schedule below for adjusted times.
 - d. If a natural playing surface, the host institution/sponsoring agency agrees to provide a tarp for the playing surface for outdoor facilities.
 - e. 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.
 - f. 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.



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.

- g. 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.
- h. The host institution/sponsoring agency shall provide at the stadium one photocopy machine with capabilities for reproducing statistics and other material on bond. The copy machine shall be located in an area convenient to the media.
- i. 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.

- j. The committee will not recommend any stadium to host a unless it is constructed and in operation at the time the bid portal opens.
- k. Practice Fields. One practice field and batting cages must be made available for the participating teams use. Host must have indoor capabilities to hold indoor practices during inclement weather (ie. Gymnasium).
- l. Minimum Press Requirement to be Provided at the Site.
 - (1) Press box area.
 - (2) Public address systems as designated by the baseball committee.
 - (3) Interview Capabilities, whether on field or enclosed location.



- m. Dressing/Meeting Rooms. Separate locker rooms large enough for the bench size (35) and one dressing room for game umpires (6-8) 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.

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.



SECTION IV: 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 \$500 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.** 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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YES

NO

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SECTION V: LODGING

General Guidelines:

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.

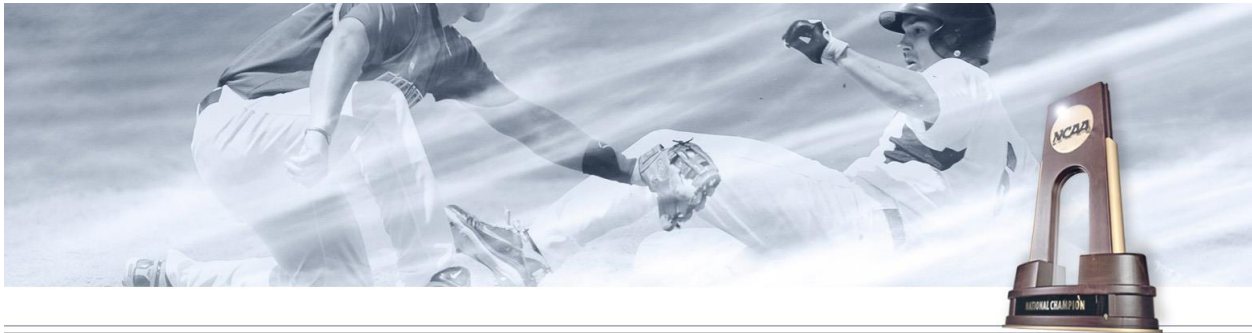
The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be 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 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 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.



Hotel

The host institution is responsible for reserving hotel accommodations for (a) the participating teams that are traveling to the site; (b) game umpires; and (c) NCAA committee and media. The tournament manager conducts a survey of the recommended properties and executes contracts with those selected. The host institution is financially responsible for the official accommodations to be reimbursed by the NCAA.

Team Block: A minimum of 16 double-double non-smoking rooms shall be reserved for the visiting teams at a special rate. Rooms should be held in advance by the tournament manager beginning for the night prior to the practice day. The tournament manager will recommend team hotels of comparable quality, rates and proximity to the facility. Hotels should be as close to the facility as possible (ideally within walking distance), but not be more than 30-minutes from the facility. The team hotel(s) must be of comparable quality and distance from the arena.

In addition, host must be prepared to make additional reservations for members of official parties as requested by visiting teams. The best possible rates should be obtained to reduce participant's expenses.

Guarantee: The 16 double-double, non-smoking rooms for the teams should be guaranteed. If a team prefers to stay at a hotel other than the one to which it has been assigned, it must (a) obtain from the hotel manager a written release of the 16 rooms, or (b) use the rooms for persons accompanying the official party. If an institution fails to make satisfactory arrangements with the hotel for the use of the 16 rooms, full charges for these rooms will be deducted from that teams per diem.

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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. Official souvenir program in digital form.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities
2. Volunteers
3. Credentials
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.
9. Security.



10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.
12. Tickets.
13. All computers, printers, fax machines, 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: SCHEDULE OF EVENTS

REGIONALS

Monday

Noon Eastern time – Championships bracket announced – NCAA.com

TBD – Site Administrative Call with Site Reps, Tournament Directors, Head Coaches and Team Administrators

Thursday

9 a.m. to 5 p.m. Team Practices (60 minutes)

TBD – Site specific Administrative Meeting with Head Coaches and TBD Team Administrators

TBD – Umpires Meeting

Competition Schedule

Four-Team Regional:

DAY 1	WITH LIGHTS	WITHOUT LIGHTS	DAY 2	WITH LIGHTS	WITHOUT LIGHTS	DAY 3	WITH LIGHTS	WITHOUT LIGHTS
G - 1	11 A.M.	10 A.M.	G - 3	11 A.M.	8:30 A.M.	G - 6	11 A.M.	11 A.M.
G - 2	2:30 P.M.	1:30 P.M.	G - 4	2:30 P.M.	NOON	G - 7	45 MINS. FOLLOWING	45 MINS. FOLLOWING
			G - 5	6 P.M.	3:30 P.M.			

Two-Team Regional

DAY 1	WITH LIGHTS	WITHOUT LIGHTS	DAY 2	WITH LIGHTS	WITHOUT LIGHTS	DAY 3	WITH AND WITHOUT LIGHTS
G - 1	11 A.M.	10 A.M.	G - 3	11 A.M.	10 A.M.	G - 5	NOON
G - 2	45 MINS. FOLLOWING	45 MINS. FOLLOWING	G - 4	45 MINS. FOLLOWING	45 MINS. FOLLOWING		



SUPER REGIONALS

Monday

TBD – Site Administrative Call with Site Reps, Tournament Directors, Head Coaches and Team Administrators

Thursday

9 a.m. to 5 p.m. Team Practices (60 minutes)

TBD – Site specific Administrative Meeting with Head Coaches and TBD Team Administrators

TBD – Umpires Meeting

Competition Schedule:

DAY 1	WITH & WITHOUT LIGHTS	DAY 2	WITH & WITHOUT LIGHTS
G - 1	NOON	G - 2	11 A.M.
		G - 3	45 MINS. FOLLOWING



SECTION VIII: VOLUNTEER NEEDS

Volunteers will be needed for assignments, including scoreboard operations, scoring control, grounds crew, spotters, hospitality, team hosts, media and merchandise sales. It is mandatory for the host to provide reasonable support for each day.

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