

 **CHAMPION YOUR CITY.**



NCAA® SITE SELECTION PROCESS AND INFORMATION



2023-24  
NCAA DIVISION III BASEBALL CHAMPIONSHIP  
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.**





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## SECTION I: INTRODUCTION

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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	
Selections	Two weeks prior to Memorial Day Weekend
Regionals	Friday-Sunday the weekend before Super Regionals
Super Regionals - TBD (8 Sites)	Friday and Saturday over Memorial Day Weekend.
Finals - Cedar Rapids, Iowa	Friday following Memorial Day through Thursday.

### Championship Dates

Selections – May 13

Regionals – May 17-19

Super Regionals – May 24-25

Finals – May 31-June 6, Eastlake, Ohio

The championship provides for a field of 60 teams. 40 conference champions shall qualify automatically.

Regionals - 14 regional sites will host four teams (double elimination) and two 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 regional winners will qualify for the championship (double elimination to a best-of-three final series).



## 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 preferred. See schedule of events in Section VI 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. Only POWERADE or generic cups and coolers are permitted.
- l. Practice Fields. One practice field and batting cages must be made available for the participating teams use. Preference will be given to hosts who can provide indoor capabilities to hold indoor practices during inclement weather (ie. Gymnasium).
- m. 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.



- n. 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.
- o. The stadium shall submit the following information with the bid:
- 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.
- p. Drug-Testing Area. The host 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.



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## SECTION IV: LODGING

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### **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.

REGIONAL: The host institution shall hold 16 non-smoking hotel rooms (14 doubles and 2 singles) May 18-21 (May 17-20 for Thursday-Saturday regional sites) for each team that travels to the regional site. SUPER REGIONAL: The host institution shall hold 16 non-smoking hotel rooms (14 doubles and 2 singles) Thursday and Friday nights, May 25-27 for the team that travels to the super regional site. The selected hotel property shall be within 30 miles of the competition site. If multiple team hotels are used, they shall offer comparable room rates and amenities. The host institution should make every effort to negotiate a room rate that includes complimentary breakfasts, Internet access and parking for participating institutions/student-athletes. The selection of a host site may be dependent on the availability and quality of lodging in the locale and the room rate.

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.

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 15 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 15 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 15 rooms, full charges for these rooms will be deducted from that teams per diem.



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## SECTION V: NCAA/HOST RESPONSIBILITY

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### 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 VI: SCHEDULE OF EVENTS

### REGIONALS

#### Monday

Noon Eastern time – Championships bracket announced – NCAA.com

TBD – Site Administrative Video Conference 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 Video Conference 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 - 2	11 A.M.	10 A.M.	G - 4	10 A.M.
			G - 3	45 MINS. FOLLOWING	45 MINS. FOLLOWING	G - 5	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 VII: 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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