

## 2019 NCAA Division I Football Championship Preliminary-Round Information and Bid Checklist

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### Selections

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Selections for the 2019 NCAA Division I Football Championship will be announced at 12:30 p.m. Eastern time, Sunday, November 24 on ESPNU

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### Preliminary-Round Schedule

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First Round: Saturday, November 30  
Second Round: Saturday, December 7  
Quarterfinals: Friday, December 13; or Saturday, December 14  
Semifinals: Saturday, December 21

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### Bid Checklist

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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, November 18.**

**Aside from the submission of your institution's certificate of insurance, each of the online forms listed below may be accessed and submitted through the championships host 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 via the Budget System tab and will allow you to copy the budget 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.

Please carefully review pages (pages 10-18) of the [2019 NCAA Division I Football Pre-Championship Manual](#) (*linked*), prior to submitting a proposed budget, and make note of the following for all preliminary-round games:

- All lodging expenses for on-field officials (seven), the instant replay official (one) and site representative (one) 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.

\_\_\_\_\_ **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 the pre-championship manual for facility requirements and site selection procedures.

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**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 and Host 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.

Please include the proper mailing address for overnight deliveries. P.O. box addresses are not acceptable.

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**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 (SSAG) 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. This document should be submitted using the document upload in the championships bid and host portal under the Safety and Security tab.

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**Safety and Security – Key Contacts.** You must **also submit the NCAA Championships Safety and Security Team contact information form**, located in [Appendix A](#) of the *Best Practices* document. This document should be submitted using the document upload in the championships bid and host portal under the Safety and Security tab.

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**Alcoholic Beverages.** All Division I and National Collegiate championships are eligible to engage in the sale of alcohol, provided certain criteria are met. After starting a bid in the Championships Bid and Profile System, users will be prompted to answer a few questions that will determine their institution’s eligibility to sell alcohol at a given venue. If a school is

deemed eligible and is interested in selling alcohol, it will be required to complete one of several 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.

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**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. 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 60 double-double rooms should be reserved by the host institution for the visiting team for all preliminary-round games. See page 33 of the Preliminary Round Host Operations Manual for more details on the lodging requirements.

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**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.

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[First, Second and Quarterfinal-Round Preferred Starting Times Form.](#) For first, second and quarterfinal-round games the prospective hosts should note their preferred starting times. Please note the listed preferred game start times will be referenced and considered but the final determination of game time will be decided by ESPN in consultation with the NCAA Division I Football Committee.

Games being broadcast on ESPN3 may start no earlier than 1 p.m. local time and shall ultimately be determined by ESPN in consultation with the NCAA Division I Football Committee.

Please use this form to provide your preferred game times should you be selected to host a first or second-round game. Once completed the first, second and quarterfinal-round preferred starting times form should be uploaded to the Championship Bid and Host Portal.

The date and time of all quarterfinal and semifinal round games broadcast on over-the air ESPN networks (e.g., ESPN, ESPN2, ESPNU) will be determined by ESPN in consultation with the NCAA.

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**Instant Replay Questionnaire.** **Instant Replay Questionnaire.** Instant replay will be used for all games during all rounds of the championship. In order for the instant replay technology provider to begin their planning for these games, all institutions wishing to host a preliminary round game during any round must submit the *instant replay questionnaire*. The survey and photos are available and should be completed/submitted online at: <https://forms.gle/GSKoAsk1erCWSGRZ8>.

You will then click on 2019 NCAA Site Survey Pictures folder and then select Upload. This will allow you to select your zip folder (named for your institution) of pictures and upload. If you have any questions, please contact Mitch Wilkens at [mwilkens@dvsport.com](mailto:mwilkens@dvsport.com) or 412-535-3890.

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**Instant Replay Cabling Requirements.** The host institution shall be responsible for providing the cabling needed to provide instant replay during all preliminary-rounds of the Division I Football Championship.

It will be a host institution expense to provide single mode tactical fiber with ST to ST connections and a minimum of six strands of fiber with dust caps. This cabling needs to be long enough to reach from the location of the television production truck to the location of the instant replay booth (which typically is adjacent to the television talent booth). Please note that DVSPORT will provide the needed converters to turn that fiber into BNC and back from BNC to fiber for this need.

Host institutions can use single-mode fiber in the building or single-mode tactical fiber with other fiber connections (SC or LC) , but will need to have patches in place to bring it back over to ST for the converters DVSPORT is supplying. If your institution wants to provide converters and just hand DVSPORT the HD/SDI feeds with BNC connectors, that would satisfy this requirement as well.

The length of this cable run will vary for each institution depending on your venue configuration. You will need to work on your respective campus to determine how much cabling you need to obtain to meet this requirement. The estimated cost of this cable will likely range from \$1,500 to \$2,500.

**Failure to agree to provide the necessary instant replay cabling will likely remove an institution from consideration for hosting.**

The host institution will also be responsible for reserving three hotel rooms for instant replay personnel during those rounds. As mentioned above, the instant replay official's room should be paid and budgeted for by the host institution. The two additional rooms, which will be used by DVSPORT personnel, will be paid for by DVSPORT.

If you have any questions about any of the requirements listed in this Instant Replay section, please feel free to reach out to Natalie Steger, NCAA Associate Director, Championships and Alliances (who is also the broadcasting liaison for this championship). Natalie can be reached at 317-917-6690 or [nsteger@ncaa.org](mailto:nsteger@ncaa.org). You can also feel free to contact Andy Deering with DVSPORT, Inc. at 412-377-1339 or [adeering@dvsport.com](mailto:adeering@dvsport.com).

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**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 100 horizontal foot-candles at midfield and 70 horizontal foot-candles in the end

zones. So that the NCAA and ESPN can 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 2 years**. For more information on NCAA lighting standards please review the [NCAA best lighting practices document](#). The professional lighting survey should be uploaded onto the Championship Bid and Host Portal.

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**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 institutions submitting a bid to host a preliminary round game submit the Power Verification Document from which states whether or not the required power specifications can be met. Once completed the power verification form should be uploaded onto Championship Bid and Host Portal.

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**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 venue 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 can be sent to the championships staff at [insurance@ncaa.org](mailto:insurance@ncaa.org) and [ctolliver@ncaa.org](mailto:ctolliver@ncaa.org).

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### **Additional Host Information/Resources**

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**[Preliminary-Round Host Operations Manual](#).** The 2019 NCAA Division I Football Championship Preliminary-Round Host Operations Manual will assist your institution in all stages of the bidding and hosting process.

**[Media Coordinators Manual](#).** The [2019 NCAA Media Coordinators Manual](#) will assist your Sports Information Director in all aspects of media coordination for preliminary rounds of the Division I Football 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 [site coordinator manual](#) and note that The National Center for Drug-Free Sport will provide materials to assist in the program.

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

**NCAA Bylaw 31.** Please review Bylaw 31 of the [NCAA Division I 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 the Chad Tolliver at 317-917-6706 or [ctolliver@ncaa.org](mailto:ctolliver@ncaa.org).