



## 2023 NCAA Division II Football Championship Preliminary-Round Information and Bid Checklist

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### Selections

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Selections for the 2023 NCAA Division II Football Championship will be announced at 6 p.m. Eastern time, Sunday, November 12 via a live web stream on [ncaa.com](https://ncaa.com).

### Preliminary-Round Schedule

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First Round:	Saturday, November 18 (1 p.m. local time)
Second Round:	Saturday, November 25 (1 p.m. local time)
Quarterfinals:	Saturday, December 2 (1 p.m. local time)
Semifinals:	Saturday, December 9 (1 p.m. local time)

### Bid Checklist

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In anticipation of potentially hosting preliminary round competition, a link to a championship resource share drive will be provided to those that submit a qualifying bid. This drive will house all pertinent hosting information such as a template participant manual, meeting agendas, pre-game format, etc. In preparation for hosting competition, please take time to work through these folders in advance of the selection announcement once it is received.

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, October 30**.

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 the 2023-24 NCAA Division II Football 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 representatives (if needed) 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 page 20 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 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.

- **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 document 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 Championships Bid and Profile System, 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).

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.

- ☐ **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 the 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.

- ☐ **Professional Lighting Survey of Playing Field (Semifinals Only)**. For television purposes the NCAA recommends that all potential sites that submit a bid to host the semifinal round have field lighting that measures an evenly distributed 100 horizontal foot-candles at midfield and 70 horizontal foot-candles in the end zones. In order for the NCAA and ESPN to be able to plan for the ordering of additional lighting where needed, each institution submitting a semifinal-round 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](#). The professional lighting survey should be uploaded onto the Championship Bid and Host Portal.
- ☐ **Video Review for Officiating (Semifinals Only)**. The host needs to have a room in the press box that can be dedicated to replay during the semifinal round games. The booth needs to be at least eight feet wide (10 feet is ideal) and a description of your proposed video review room should be provided with your bid materials. The host must also provide one person to serve as the video review sideline assistant and they need to show up 90 minutes in advance of the game and also stay for the duration of the game to serve in this role. This person will provide the headset to the game official (referee) during any reviews. Finally, the host institution should provide lodging for three hotel rooms for video review purposes. There is one room needed for the video review official (Friday and Saturday night) and two rooms for DVSPORT, Inc. staff members (video review communicator and video review technician for Thursday, Friday, and Saturday nights). Information about all of the video review capabilities should be uploaded onto the Championship Bid and Host Portal.
- ☐ **NEW FOR 2023**. In anticipation of potentially hosting preliminary round competition, a link to a championship resource share drive will be provided to those that submit a qualifying bid. This drive will house all pertinent hosting information including a host operations manual, on-site meeting agendas, etc. In preparation for hosting competition, please take time to work through these folders before the selection announcement.

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

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

**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.

**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.

**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 18.** Please review Bylaw 18 of the NCAA Division II 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 either Randy L. Buhr at 317-917-6716 (office number); 317-966-7306 (mobile number); or [rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org) or Jay Jay Rackley at 317-917-6834 (office number); 317-363-5937 (mobile number); or [jrackley@ncaa.org](mailto:jrackley@ncaa.org).