



**2019 NCAA Division III Women’s Soccer Championship
Preliminary-Round Information and Bid Checklist**

Selections

Selections for the 2019 NCAA Division III Women’s Soccer Championship will be announced at 1 p.m. Eastern time, Monday, Nov. 11 via web stream on ncaa.com.

Preliminary-Round Schedule

First/Second Rounds: Saturday & Sunday, Nov. 16 & 17, 2019*

Sectionals: Saturday & Sunday, Nov. 23 & 24, 2019*

*Institutions with a Sunday no-play policy will compete on Friday & Saturday

Start times:

Three-Game Sites	Day 1/Game 1	Day 1/Game 2	Day 2/Game 3
No Lights	11 a.m.	1:30 p.m.	1 p.m.
With Lights*	1 p.m.	3:30 p.m.	3 p.m.

There shall be a 30-minute break between games of a doubleheader. If the visiting team and host site cannot agree on a start time, the women’s soccer committee will make the final decision. During the first day of competition, the top two teams on the championship bracket will play the first game, and the bottom two teams on the championship bracket will play the second game.

*Hosts with lights have the option of game times with or without lights.

A host institution desiring to deviate from the above times shall indicate its requested start time(s) on the facility evaluation form and notify its regional advisory committee chair by Nov. 3. Alternate times noted are not guaranteed and must be approved by the sport committee.

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, Sunday, Nov. 3**

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 in the system 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. A guide to completing the budget is included on pages 5-8.

Please carefully review pages 24-26 of the [2019-20 NCAA Division III Men’s and Women’s Pre-championship Manual](#), prior to submitting a proposed budget, and make note of the following for all preliminary-round competition:

- **Institutions will not receive an honorarium for hosting non-predetermined competition. NCAA staff will override the honorarium listed upon the host’s submission of the financial report.**
- 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 25 of the pre-championship manual for facility requirements and site selection procedures.

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.

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. You must **also submit the NCAA Championships Safety and Security Team contact information form**, located in Appendix A of the *Best Practices* document. These documents should be uploaded in the document section of the facility profile. Both documents can be uploaded under the Safety and Security tab.

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).

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 [2019-20 NCAA Division III Men's and Women's Championships Host Operations Manual](#) 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, LLC 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.

NCAA Bylaw 31. Please review Bylaw 31 of the NCAA Division III 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 Donisha Carter at 317-917-6652 or dcarter@ncaa.org.

Receipts and Expenses Sample Worksheet

The following worksheet is provided as a guide to assist with budgeting for the DIII Women's Soccer Preliminary Round bids. This is only a guide as each site has different costs associated but will give a general idea of typical ranges. Questions please contact mdepain@ncaa.org.

Each day should be a separate session

Should be listed at Host Channel

Date	Session	Ticket Type	Channel	Budget #tickets	Actuals #tickets	Price	Budget	Actuals	
				0	0	\$0.00	\$0.00	\$0.00	Delete
TOTAL				0	0		\$0.00	\$0.00	

Save Add Ticket Type Close

PAID ATTENDANCE CALCULATION		CAPACITY INFORMATION	
Total Single Session tickets	0	Total Capacity	0
All Session Tickets 0 x # of Sessions 0	Override Number of Sessions 0	Killed Tickets	0
Total Paid Attendance	0	Sub Total (Total Capacity - Killed Tickets)	0
		Paid Attendance	0
		Other (unpaid/held for use)	0
		Unsold Tickets (Sub Total - Paid Attendance - Other)	0
		Actual Attendance	

Save Close

	Budget	Actuals
+ Receipts	\$ 0.00	\$ 0.00
- Expenditures	\$ 0.00	\$ 0.00
- Promotion	\$ 0.00	\$ 0.00
Advertising		
Postage		
Printing		
Add Others		
- Ticket Expense	\$ 0.00	\$ 0.00
Postage		
Printing		
Commissions		
State and City Taxes		
Charge Card Expenses		
Add Others		
- Facility	\$ 0.00	\$ 0.00
Supplies		
Facility rental charge Facility Rental Charge		
Decor		
Add Others		

For preliminary rounds the online marketing system should be utilized and is through a different system of monies. There should be no more than \$200 allocated in this line.

Typically this is blank unless minor printing costs for promotion.

Typically this is blank unless there are minor ticket printing costs.

Typically this is blank unless any commissions on facility/taxes involved or credit card expenses.

Should not be used to purchase equipment or upgrade facility. Typically this is around \$150 depending on needs.

Typically this is either zero or no more than \$150 as there is a basic signage package that is sent.

Personnel		\$	\$
		0.00	0.00
	Public Address Announcer		
	Timer		
	Official Scorer		
	Ushers		
	Police and Security		
	Statisticians		
	Clerical		
	Ticketing Personnel		
	Custodians-Facility		
	Grounds Crew		
	Maintenance-Facility Labor		
	Medical		
	Video/Scoreboard Operators		
	Committee/Site Rep lodging		
	Add Others		

Should not be more than \$250.

Should not be more than \$200.

Should not be more than \$200.

Typically zero, can vary based on site.

Should not be more than \$200.

Typically zero, but no more than \$100.

Typically zero but no more than \$200.

Should be for one person for up to three nights.

Other personnel added are not guaranteed and must be approved by NCAA

Entertainment		\$	\$
		0.00	0.00
Media			
Pregame, Halftime and Postgame			
Meetings			
Luncheons and Banquets			
Participant Refreshments			
Add Others			
Equipment		\$	\$
		0.00	0.00
Telephone Installation			
Temporary Restrooms			
Copy / Fax Machines			
Add Others			
Officiating Expenses		\$	\$
		0.00	0.00
Officials Lodging			
Officials Travel			
Officials Fees			
Officials Per Diem			
Add Others			

Typically zero but no ore than \$100.

Not provided at preliminary rounds.

Typically zero but no more than \$100.

Banquets are not allowed so this should be blank.

Cost of refreshments for teams. Typically not more than \$300.

Can add additional equipment rentals here if necessary (i.e. tents, fans, bench heaters).

Should be 4 officials for 1-2 night stay depending on where officials are traveling from.

NCAA pays this through RefPay so these should be blank.