



2021 NCAA Division III Softball Championship Preliminary-Round Information and Bid Checklist

Introduction

Given current health and safety concerns related to COVID-19, **all Spring 2020-21 preliminary-round competition will be conducted at predetermined sites**, rather than at traditional non-predetermined sites.

The information below outlines details related to the conduct of the championship. Please pay attention to the Return to Championship Guidelines document found in the Bid Checklist section below. This document highlights all additional measures that must be taken to ensure a healthy and safe environment for championship competition and information contained in this addendum will take precedence over that found in the Host Operations Manual, should differences exist. In order to be considered for hosting opportunities, it is required that a site be able to meet these obligations.

Bids for predetermined preliminary round will be accepted beginning on March 29, 2021 through April 12, 2021. Predetermined preliminary host sites will be announced the week of April 26, 2021.

Should national health and safety conditions necessitate changes to this plan, the NCAA reserves the right to adjust accordingly. Hosting guidelines and timelines will be updated and communicated as quickly as possible, should adjustments be necessary.

Selections

Selections for the 2020-21 NCAA Division III Softball Championship will be announced at 1 p.m. Eastern time, Monday, May 17 via web stream on ncaa.com.

It is not a requirement that sites be selected to compete in the championship in order to host. By submitting a bid, you are saying you will host even if your school is not selected into the championship. Please do not bid if this is not the case.

Preliminary-Round Schedule

Regionals: Friday, May 21-Sunday, May 23 or Thursday, May 20-Saturday, May 22*

*Regional sites that include a team with a no-Sunday play policy will follow a Thursday-Saturday format. All other regional sites must follow a Friday to Sunday format.

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, April 12, 2021**.

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.

Return to Championships COVID-19 Hosting Guidelines. A Return to Championships document featuring all health and safety measures related to hosting in the currently COVID-19 environment, can be found [HERE](#). This document must be reviewed in full and hosts must be able to follow all designated protocols bid in order to be considered for a hosting opportunity. Please pay attention to Section E, which outlines the sport-specific requirements for hosting.

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.

Any necessary COVID-19-related expenses should be included in the proposed budget. These expenses will be reviewed on a case-by-case basis and **must** receive approval from NCAA staff in order to be included in the final host budget.

Please note that all COVID-19 testing expenses, including staffing, will be covered directly by the NCAA and should not be included in the host budget. Adequate testing space will need to be made available in order to serve as a host. Please be prepared to give details on available testing space(s) when completing the facility questionnaire in the bid portal.

Please carefully review pages 19-20 of the [2020-21 NCAA Division III Softball Pre-Championship Manual](#) prior to 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.
- Do not budget for softballs. The NCAA will ship Rawlings softballs to each preliminary round site.

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.

| | | | | | | | | | |
|--|---------------------------|----------|------------|------------|------------|------------|-----------|-----------|------------|
| Teams (6) | Double/Doubles | 0 | 90 | 90 | 90 | 90 | 75 | 75 | 510 |
| | Kings | 0 | 6 | 6 | 6 | 6 | 5 | 5 | 34 |
| | Suites | 0 | 6 | 6 | 6 | 6 | 5 | 5 | 34 |
| Headquarter & Officials | Kings | 0 | 9 | 9 | 9 | 9 | 9 | 9 | 54 |
| Diamond Health + Stratoscope (OCOM) | Individual Pays Own Kings | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 14 |
| | Complimentary King | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| TOTAL | | 2 | 114 | 114 | 114 | 114 | 97 | 97 | 652 |

Team Allocation: 15 Double/Doubles, 1 Kings and 1 Suite, per team.

Each team hotel(s) will need to hold two isolation rooms. These rooms will be held in the event isolation is necessary - guest rooms may not be utilized. NCAA to be charged only in the event the guest rooms are utilized.

Diamond Health + Stratoscope (OCOM) should be placed at hotel hosting COVID testing. If COVID testing is taking place at a non-hotel venue, Diamond Health + Stratoscope (OCOM) should be placed at the Headquarter hotel. Diamond Health guest rooms are individual pays own and Stratoscope's guest room is complimentary.

Officials and teams may not be assigned to the same property.

Host to submit agreements within bid submission to accommodate full needs outlined above. The goal is to utilize as few hotels as possible to accommodate this event (properties accommodating multiple teams is encouraged). In addition to the guest room needs outlined above, the following meeting space will need to be secured:

COVID Testing Space

One COVID testing space will need to be secured meeting the following specifications:
 A minimum of 2,500 sq ft of meeting space extended on a complimentary basis accessible 24 hours a day for the duration of the event. In addition to the following items: 3 tables and 9 chairs on a complimentary basis, 3 complimentary extension cords, complimentary uninterrupted internet access and complimentary self-parking for individuals coming in to test that are not guests of the Hotel, if applicable. Space needs to be held starting Monday, May 17, 2021 for the duration of the event.

Team Meeting Spaces

One complimentary meeting room, per team accessible 24 hours a day for the duration of the event each with the ability to accommodate up 32 people, six feet apart.

Officials' Meeting Space

One complimentary meeting room accessible 24 hours a day for the duration of the event with the ability to accommodate 10 people, six feet apart

Billing and reservation information for each block is outlined below:

Teams

Once the teams have been determined, the reservations will be reconfirmed in the names of the institutions, and, thereafter, the institutions shall be responsible for the reservations, rooming assignments, meetings and payment arrangements. Detailed information regarding the team hotel(s) shall be distributed by the host institution in the participant manual. Participating institutions are mandated to stay at the official NCAA hotel properties for the event. Any participants staying outside of the official NCAA hotel block will not be reimbursed.

Game Officials/Site Representatives/NCAA Committee

Hotel expenses (excluding incidentals) and hotel parking for the officials, site representatives and NCAA committee shall be paid by the host. NCAA staff will pay for their own expenses. When the officials are determined, the tournament manager will provide the rooming list to the hotel.

The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm the accommodations.

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 [2020-21 NCAA Division III Softball Championship 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 Paige Newman at 317-917-6660 or pnewman@ncaa.org.