



## 2026 NCAA Division III Softball Championship Preliminary-Round Information and Bid Checklist

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### Selections

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Selections for the 2026 NCAA Division III Softball Championship will be announced at 11 a.m. Eastern time, Monday, May 11, via [ncaa.com](http://ncaa.com).

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### Preliminary-Round Schedule

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Regionals (16 sites): Thursday, May 14 – Saturday, May 16  
Super Regionals (8 sites): Thursday, May 21 – Friday, May 22

The game times (local time) for regional and super regional competitions are below. Requests for alternate game times must be submitted with your bid. Requests will be considered by the committee on a case-by-case basis.

#### Regionals

Thursday (11 a.m. and 1:30 p.m.)  
Friday (11 a.m., 1:30 p.m., 4 p.m.)  
Saturday, (11 a.m. and 1:30 p.m.)

#### Super Regionals

Thursday (2 p.m.)  
Friday (1 and 3:30 p.m.)

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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, Friday, May 1.**

Bids for regionals and super regionals should be submitted by the deadline. Super regional bids submitted by the original deadline will have priority in selecting super regional sites. If needed, the bid portal will open after the regional round for a bid by the higher seeded team, unless the lower seeded team had a bid in the portal by the original deadline.

Each of the online forms listed below may be accessed and submitted through the **championships bid portal** at <https://championships.ncaa.org>. The application is now part of My Apps and new users need to go through their SSO administrator to have it added to their My Apps account.

**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.

**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 were eliminated. Bidders must 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 [2025-26 Division III Softball Prechampionships Manual](#) before submitting a proposed budget, and make note of the following for all preliminary-round competition:

- All lodging expenses for umpires 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.
  - Super regional hosts should budget for a videographer on the last day of the super regional.
  - Minimum ticket prices for preliminary rounds are \$15 for adults, \$10 for students/seniors, \$5 for children 3-12 years old. Children two and younger are free. Hosts may propose a higher ticket price in their bid submission.
  - Institutions will not receive an honorarium for hosting non-predetermined competition.
- 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 regularly. 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 [Prechampionship Manual](#) for facility requirements and site selection procedures. Facility information must be reviewed for completeness and accuracy once a year. Instructions on the process are included in the bid portal. There is a sport specific form to also complete.

- **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., sports 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 will also be listed and can be edited within the Profile section of the Championships Bid 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**. The system automatically generates 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. Individual points of contact from each agency are preferred, followed by LOCAL emergency numbers. The use of 911 should be avoided. 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 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 consider these best practices 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 documents should be uploaded to the Documents tab of the facility profile, in the Safety and Security Plan tab. Safety and security plans should, at a minimum, be replaced if they were established five years ago or before.

- **Lodging**. The host institution/agency shall negotiate a courtesy hold of 17 double rooms for the participating teams. Five rooms will be needed for the four umpires and one NCAA site representative. The selected hotel properties shall be no more than 30 miles from 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 the availability and quality of rooms for participating institutions. A [letter of intent template](#) is provided by the NCAA for the host to use to confirm the hold with the hotel(s). All prospective hosts for non-predetermined sites are 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. Additional information about lodging requirements can be found in the host operations manual.

- **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.

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

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**Host Operations Manual**. The [2025-26 NCAA Division III Softball Championship Host Operations Manual](#) will assist your institution in all stages of the bidding and hosting process.

**Potential Host Meeting**. The 2026 NCAA Division III Softball Championship will host a potential host videoconference at 11 a.m. Eastern time, Thursday, April 30. It is highly recommended that all potential hosts of the regional and super regional rounds attend the videoconference. Information will be shared about the videoconference as bids are submitted. To access the videoconference, please contact Corey Bray, championship manager ([cbray@ncaa.org](mailto:cbray@ncaa.org)).

**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 to discuss the issue.

**Statement of Inclusion.** The host institution/conference plays a significant 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 maintain an environment that is safe, healthy, and free of discrimination while respecting the dignity of all persons.

**NCAA Bylaw 31.** Please review Bylaw 31 of the NCAA Division III Manual as it contains policies regarding the administration of an NCAA event.

**Streaming Requirements.** Video streaming is listed as a facility requirement in minimum bid specifications for prospective regional and super regional hosts and for preliminary-round contests. The division's minimum standards for video streaming of all preliminary-round contests are the following:

- At least one camera must be used. Institutions may produce a multi-camera video stream if technically possible. In addition, cell phones are not permitted as the camera source.
- At least one broadcaster must be assigned for each contest to provide commentary in the live video stream.
- Personnel must be able to deliver neutral audio play-by-play and color commentary. (Host institutions may choose to use personnel who have announced the institution's regular-season broadcasts, but those personnel must deliver neutral commentary during the video stream.)
- Game action must be visible when competition is in progress.
- Current score, time and applicable information must be onscreen if technically possible.
- NCAA public service announcements must be used during breaks if technically possible.
- Every effort should be made to ensure that graphics are neutral and include only NCAA and NCAA participating institution and conference marks.
- Contests must be recorded and shared with participating institutions as requested.

The NCAA will reimburse for staffing (for example, commentators and producers), equipment rental/purchase or production costs associated with video streaming in preliminary rounds up to \$1,000 per day.

**Field Tarps.** The responsibility of installing and removing a field tarp lies with the host institution in all instances, for all games played at a regional or super regional (e.g., when rain is entering in the area and play has stopped, when rain has exited the area and play will resume, at the end of the last game of the day, and before the first game of the day). Host institutions must develop a plan for an adequate number of individuals associated with the host institution (e.g., employees,

volunteers, student-athletes, student workers, etc.) to install and remove a field tarp for all games played at a regional or super regional.

**Indoor Practice Space.** Hosts must develop a plan to provide equitable indoor practice space for teams participating in preliminary-round competition if inclement weather affects the ability to practice on the game field. Any indoor practice space being used by the host institution must also be offered to the other teams participating at the site or an equitable indoor practice space can be offered to the visiting teams if approved by the NCAA site representative.

**Contact Information.** If you have any questions regarding the bid process, please contact the championship manager, Corey Bray, at 317-917-6076 or [cbray@ncaa.org](mailto:cbray@ncaa.org).