



2024 NCAA Division I Men's and Women's Championship Preliminary-Round Information and Bid Checklist

Selections

Selections for the 2024 NCAA Division I Men's and Women's Tennis Championships will be announced at 6 p.m. Eastern time for the men's team selections and at 6:30 p.m. for the women's team selections, Monday, April 29, via web stream on ncaa.com. Individual singles and doubles selections will be released by 6 p.m. Eastern time, Tuesday, April 30, on ncaa.com.

Preliminary-Round Schedule

First Round (men): Friday, May 3
First Round (women): Friday or Saturday, May 3 or 4
Second Round (men): Saturday, May 4
Second Round (women): Saturday or Sunday, May 4 or 5
Super Regional (men and women): Friday, May 10, or Saturday, May 11

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, Friday, April 19.**

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). Hosts for first- and second-round and super-regional tennis competition will receive a stipend after the conclusion of the events; therefore, **it is not necessary** to submit an online proposed budget/financial report form.

First- and second-round sites that host a single gender will receive a \$5,900 stipend from the NCAA to cover the payment and lodging expenses of the officials and the lodging expenses of the NCAA site representative. Sites that host both genders will receive a \$10,800 stipend.

Super-regional sites that host a single gender will receive a \$1,000 stipend from the NCAA to assist with lodging expenses for officials and the NCAA site representative. Sites that host both genders will receive a \$2,000 stipend. **Note: The NCAA national office will to pay the fees and transportation expenses for the assigned officials 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 pages 25 and 26 of the pre-championships 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 documents 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 NCAA Bid Portal, 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.

Hosts that choose to sell alcohol and meet the criteria in the alcohol sales policy will have to share concessions data with the NCAA. The championship manager will email the template used to collect the required data for stipend championships to all hosts that indicate they plan on selling alcohol. Hosts will need to fill out the form by completing all cells shaded yellow. In addition, the host will need to provide system-generated report(s) detailing gross sales by type along with sales tax and credit card fees. Once the NCAA finance staff has reviewed and approved the submission, the NCAA will generate an invoice for the amount due from the host. All data is due 60 days after the completion of your event. Please submit completed forms and questions to Emily Clow (eclow@ncaa.org/317-917-6196).

Lodging. The host institution/agency shall negotiate a courtesy hold for the participating institutions/student-athlete(s). The selected hotel properties shall be within 30 minutes or 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 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 [2023-24 NCAA Division I Men's and Women's Tennis 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 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.

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 John Bugner (women's tennis) at jbugner@ncaa.org or 317-917-6529 or Micaela Liddane (men's tennis) at mliddane@ncaa.org or 317-917-6513.